

**SUGARLOAF TOWNSHIP**

**LUZERNE COUNTY**

***RADIOLOGICAL  
EMERGENCY RESPONSE PLAN***  
(Nuclear Power Plant Incidents)

**August 1996**

**Updated 2008**

## RESOLUTION

RESOLUTION NO.

THIS RESOLUTION, approved and adopted by the Supervisors of Sugarloaf Township, Luzerne County, Pennsylvania, on the date hereinafter set forth.

WITNESSETH:

WHEREAS, the Pennsylvania Emergency Management Services Code, (35 Pa. C.S.), as amended, mandates that Sugarloaf Township prepare, maintain and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this Township; and

WHEREAS, in response to the mandate stated above, this Township has prepared an emergency operations plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, this Township has also prepared an emergency operations plan in order to reduce the potential affects of a major emergency or disaster and to protect the health, safety and welfare of the residents of this Township;

NOW, THEREFORE, we, the undersigned Supervisors of Sugarloaf Township do hereby approve, adopt and place into immediate effect the Emergency Operations Plan of Sugarloaf Township. This Plan shall be reviewed on an annual basis to make certain that it conforms with the requirements of the Luzerne County Emergency Operations Plan.

Board of Supervisors  
of Sugarloaf Township

By Gordon Hilliard  
Edward W. Drumm  
Carl T. Miller

ATTEST

Date

6/13/89

## RECORD OF UPDATE/CHANGE

(Update Annually - Telephone Numbers Quarterly)

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## **PREFACE**

In an effort to assist the reviewer / user of this document with regard to the alignment with the format and intent of the National Response Plan and the National Incident Management System as required by HSPD-5:

This Municipal RERP is an Incident Specific Annex to the current Municipal Emergency Operations Plan.

Additionally, this RERP, being an Annex to this Municipal Emergency Operations Plan, employs a multi-agency operational structure that uses the Incident Management System based upon the National Incident Management System (NIMS).

The following cross-reference is provided for clarity.

### **Old Position Title – ESF Title**

- EMC – Incident Manager and Emergency Management (ESF-5)
- Transportation – Transportation (ESF-1)
- Communications – Communications (ESF-2)
- Public Works – Public Works (ESF-3)
- Fire – Fire Services or Firefighting (ESF-4)
- EMS – Public Health and Medical Services (ESF-8)
- Radiological – Oil and Hazardous Materials (ESF-10)
- Police – Public Safety and Security (ESF-13)

**SUGARLOAF TOWNSHIP  
EMERGENCY MANAGEMENT AGENCY**

**Radiological Emergency Response Plan**

***EMERGENCY OPERATIONS PLAN (EOP)***  
**FOR**  
**SUGARLOAF TOWNSHIP  
EMERGENCY OPERATIONS CENTER (EOC)**

## **EMERGENCY OPERATIONS PLAN (EOP)**

### **I. PURPOSE**

- A. To provide for the protection of persons and property in Sugarloaf Township in the event of an emergency at the PPL Susquehanna, LLC Nuclear Power Plant, in accordance with the Pennsylvania Emergency Management Services Code, 35 Pa. C.S., Sections 7101-7707, as amended and the Luzerne County Nuclear Radiological Incident Plan to the County Emergency Operations Plan (EOP).
- B. To establish procedures to alert the public and provide information and appropriate protective action instructions, if necessary. To provide for coordination and use of available municipal resources during an emergency.
- C. To define the role and responsibilities of municipal officials and the Emergency Management Coordinator (Incident Manager). To define emergency functions and make assignments to municipal and volunteer staff.
- D. To assure coordination and cooperation with county efforts in accordance with the Luzerne County Emergency Operations Plan to which this plan conforms and exists as an SOP extension.

### **II. SITUATIONS COVERED BY PLAN**

- A. The hazards that pose the potential threats to Sugarloaf Townships are: flooding, hazardous materials accidents, storms, tornadoes, dam failure, droughts, nuclear power plant accidents, and nuclear attacks (see Luzerne County Hazard Vulnerability Analysis). This plan specifically covers an Emergency at the PPL Susquehanna, LLC Nuclear Power Plant.

### **III. DIRECTION AND COORDINATION**

- A. The Board of Supervisors is responsible for the protection and safety of the public in Sugarloaf Township and will exercise direction and control of its emergency management agency and response activities within the Township. For continuity of government, the lines of succession are:
  - 1. The line of succession of the Board of Supervisors is from the Chairperson/Mayor through the members of the board in order of their seniority on the board.
  - 2. The line of succession to the Emergency Management Coordinator (Incident Manager) is deputy coordinator followed by Fire Rescue staff officer.
  - 3. The line of succession to each department head is according to the operating procedures established by each department.

- B. When more than one township or borough is affected by an emergency, the County will be responsible for direction and control.
- C. When more than one county is affected by an emergency, the Pennsylvania Emergency Management Agency (PEMA) will provide overall coordination, direction, and control.
- D. Township operational procedures and dispatch of emergency vehicles will be coordinated through the County Emergency Operations Center (EOC).  
(Procedures may vary between municipalities.)

#### IV. CONCEPT OF OPERATIONS

- A. In a disaster emergency, the municipal government will continue only those functions and services necessary to protect life and property.
- B. Emphasis will be to meet basic human needs such as food, shelter, and medical care and to resume basic services such as water, electricity, and sanitation, as soon as possible.
- C. The Emergency Management Coordinator (EMC) serving as the incident manager will activate the Emergency Operations Center (EOC) at the **Sugarloaf Fire Company, County Road 40, Sybertsville, Pa** when an emergency situation requires it. (In case of an incident at PPL Susquehanna plant, notification will be made by the County EOC at the Alert classification.)
- D. The Emergency Management Agency (EMA) will follow the incident command system (ICS) and prescribed standard operating procedures which describe in detail how their functions are carried out and utilize checklists as necessary.
- E. Any decision to implement protective actions will be made by municipal officials or, in their absence, the Emergency Management Coordinator (Incident Manager), based upon advice from the county Emergency Management Coordinator (Incident Manager). (In case of an incident at PPL Susquehanna plant, the decision to implement protective actions is made by the Governor.)
- F. If required to evacuate, the Board of Supervisors and the EOC will relocate to a preselected alternative seat of government at **Hazleton Area Vo-Tech School**. If possible, the EOC will be the last organization to leave the hazard area.
- G. During the recovery phase, the EMA will provide generally the same services as those provided by staff members and forces during the evacuation. Damage assessment will be expedited and a report forwarded through the county EMA.



## **V. EMERGENCY RESPONSIBILITIES AND FUNCTIONS**

The emergency responsibilities and functions listed below require actions which are common to all types of major emergencies or disasters, (i.e., dangerous storms, hazardous materials accidents, nuclear incidents). The EOC staff will prepare, maintain, and be guided by Standard Operating Procedures (SOPs) and the ICS which prescribe implementing procedures and/or action step checklists. Individuals assigned to these functions are required to coordinate their actions with the Emergency Management Coordinator (Incident Manager) who will coordinate the overall action with the County Emergency Management Agency and with other municipalities involved.

### **A. Emergency Management Coordinator (Incident Manager)**

1. Prepare, maintain, and keep current an Emergency Operations Plan (EOP) for the prevention and minimization of injury and damage caused by a major emergency or disaster, prompt and effective response to a major emergency or disaster, and emergency relief and recovery in consonance with the Luzerne County emergency operations plan.
2. Initiate and maintain coordination and cooperation with Luzerne County Emergency Management Agency and other response organizations and provide prompt information as requested.
3. Identify hazards that may affect the municipality. In coordination with the County Emergency Management Agency (EMA) and based upon its Hazards Vulnerability Analysis, determine what hazards could potentially impact upon the Township.
4. Identify resources within the municipality that can be used to respond in a major emergency or disaster situation and report "unmet" needs to Luzerne County. This should include both public and private resources and mass care facilities.
5. Develop and maintain an emergency management organization and a trained staff appropriate for the needs and resources of Sugarloaf Township. A functional organization chart is outlined in Part VI. The staff must be capable of maintaining 24 hour operations.
6. Mobilize, direct, and coordinate the emergency management staff during an emergency.
7. Develop standard operating procedures (SOPs) in coordination with the staff to carry out the responsibilities and functions of the Emergency Operations Center.

**B. Communications Services**

1. Maintain a 24-hour contact and notification capability so that the emergency management staff can be activated on short notice.
2. Assist the EMC by providing alert procedures for notification of the EOC staff.
3. Ensure a communication capability between EOC, field operations, and county.
4. Maintain communications with assigned Amateur Radio Operator teams.
5. Inspect, inventory, and operationally check emergency equipment and instruments in accordance with Appendix 2 of the County Plan. (Reference Notification and Resource Manual Annex B for listing of equipment.)
6. Verify a coordinated communication link for fixed and mobile medical support facilities exists to the County EOC.

**C. Police Services**

1. Provide the usual security and law enforcement services.
2. Provide traffic and access control as necessary in and around the affected areas. Forward changes of Traffic and Access Control Points (TCPs and ACPs) to the County EMA, as required.
3. Be prepared to assist the EMC in providing for public alerting, if necessary.
4. Coordinate municipal police actions with other police agencies.

**D. Fire and Rescue Services**

1. Provide the usual Fire and Rescue Services.
2. Assist the EMC in providing for public alerting so that the Township population, including non-English speaking and hearing impaired, can be notified of an impending situation and/or instructed to take protective action, if necessary.
3. Coordinate municipal Fire and Rescue actions with County EOC.

E. Emergency Medical Services

1. Maintain a listing of the hearing and physically challenged residents with special needs. Update, as required, and provide copy to the County EMA.
2. Provide emergency medical coverage as needed and in coordination with transportation, provide for evacuation of persons with special medical needs or who are physically or mentally challenged.
3. Coordinate municipal emergency medical actions with other medical agencies.

F. Transportation Services

1. Coordinate transportation for special needs facilities populations in the event evacuation or relocation becomes necessary, i.e., hospitals, nursing homes, day care centers.
2. Arrange evacuation transportation for residents without transportation.
3. Establish pickup points and maintain list of individuals with transportation needs.
4. Maintain an inventory of municipal transportation services.
5. Coordinate transportation actions with County EOC.

G. Radiological Protection Services

1. Maintain the standard operating procedure for nuclear power plant incidents.
2. Administer the radiological exposure control program within the municipality.
3. Ensure training for municipal personnel and emergency workers in use of dosimetry and knowledge of exposure limits and monitoring/decontamination procedures.
4. Coordinate protective actions for the public, through the EMC, with the Luzerne County EMA.

H. Public Works and Resource Management Services

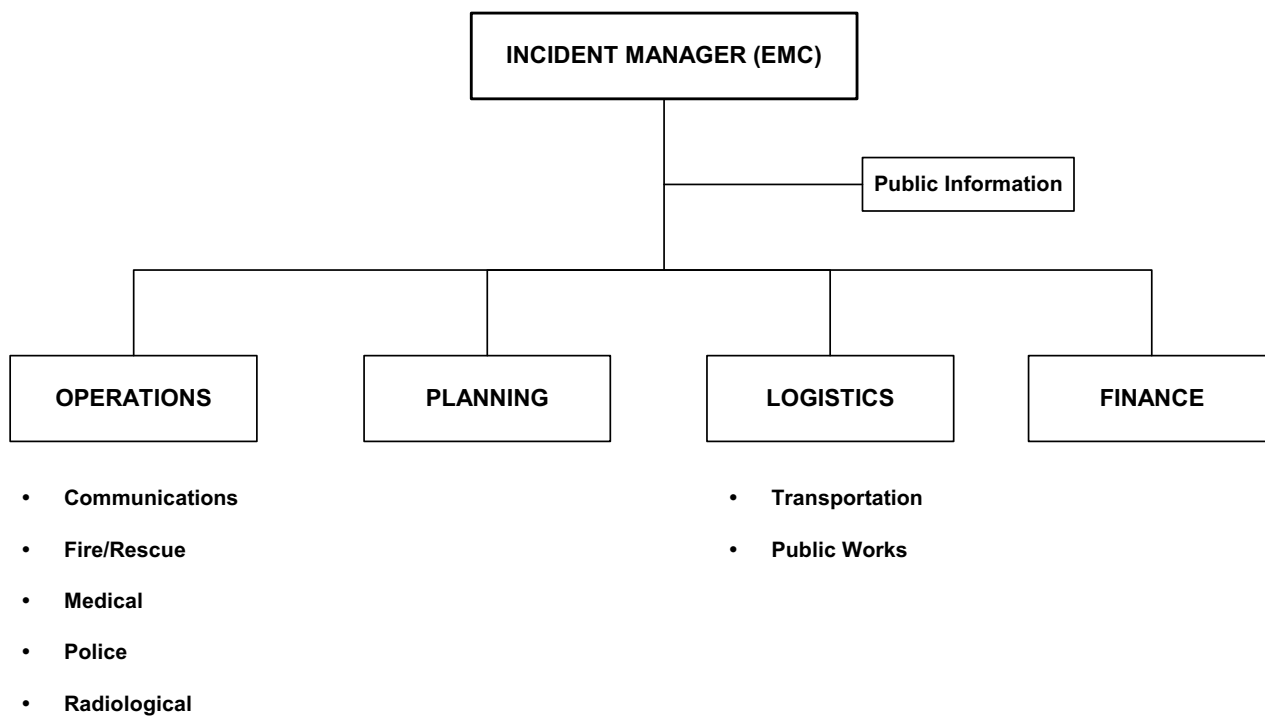
1. Coordinate provision of equipment and supplies from public and private sources and maintain resource lists and contacts.
2. In coordination with EMC, determine the “unmet” needs for the municipality.
3. Assist with implementation of the protective actions and restoration of public utilities and municipal facilities.
4. Maintain records of expenditures and resources used during a disaster.
5. Make situation and damage reports to the EMC and assist in the assessment of county or state.

I. Public Information Officer

Assist local government in coordinating public information with Luzerne County Public Information Officer.

**NOTE: Depending on staff and resources, each of the above functions may be assigned to an individual, or two or more functions may be assigned to one individual.**

## VI. EMERGENCY MANAGEMENT ORGANIZATION RESPONSIBILITIES



NOTE: Incident commander (EMA Coordinator) may assign multiple staff positions to individuals as deemed necessary.

VII. TRAINING AND EXERCISES

- A. The municipal EMC will participate in the Luzerne County training program and/or request formal local training sessions to include the following: PEMA's Phase I and Phase II (duties and responsibilities of the EMC and the EMC's work environment), Planning Seminar, EOC Operation, and Public Official Training (for municipal officials).
- B. The above training will be augmented by participating in county exercises including those for review of plans and procedures; exercises in which elected officials and key staff are presented situations as a learning experience; and full scale exercises to evaluate emergency management capability.
- C. The County Emergency Operations Plan describes the exercise and drill program (including evaluation) for state, county, and municipal governments. The municipality will modify plans, procedures, and training to correct any and all deficiencies and/or findings from an evaluation which will be documented in an after action report. The Coordinator is responsible to insure that the corrective actions are implemented. The County shall establish a list of open findings and shall provide said list to the municipality on a timely basis.

VIII. REFERENCES

- A. Luzerne County Hazards/Vulnerability Analysis, as amended.
- B. Luzerne County Emergency Operations Plan, as amended.
- C. Commonwealth of Pennsylvania, Emergency Operations Plan.

IX. PLAN CHANGES AND DISTRIBUTION

- A. Plan Changes:
  - 1. The utility will provide new copies of the total municipal plan to the municipal agency coordinator after completion of an annual review for distribution to EMA personnel. Each plan will be annotated with the date of the update on the cover.
  - 2. Partial plan changes will incorporate the date of the change and identification of the changed material by a vertical line in the margin.

B. Distribution of the Municipal Emergency Plan is as follows (and as appropriate):

1. Municipal Officials (by Coordinator)
2. Emergency Management Coordinator (Incident Manager) and Staff (by PPL Susquehanna, LLC)
3. Area School District (by Coordinator)
4. Municipal Library (by Coordinator)
5. Luzerne County Emergency Management Agency (by PPL Susquehanna, LLC)
6. Pennsylvania Emergency Management Agency (PEMA) Region Office (through the County EMA)
7. PEMA Headquarters (by PPL Susquehanna, LLC)

**NOTES: Additional copies of the plan may be made available upon specific request and justification to the Sugarloaf Township Emergency Management Coordinator (Incident Manager).**

**The Sugarloaf Township Emergency Management Coordinator (Incident Manager) is responsible for reviewing and updating this plan annually.**

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PPL Document Location:

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**SUGARLOAF TOWNSHIP  
EMERGENCY MANAGEMENT AGENCY**

**Radiological Emergency Response Plan**

***STANDARD OPERATING PROCEDURES (SOP)***  
**FOR**  
**SUGARLOAF TOWNSHIP**  
**EMERGENCY OPERATIONS CENTER (EOC)**



**Sugarloaf Township**  
**Emergency Management Agency**

X. STANDARD OPERATING PROCEDURES

- SOP--A. Emergency Operations Center
- SOP--B. Emergency Management Coordinator
- SOP--C. Communications Services
- SOP--D. Police Services (Traffic Control)
- SOP--E. Fire and Rescue Services (Public Alert Notifications)
- SOP--F. Emergency Medical Services
- SOP--G. Transportation Services
- SOP--H. Public Works and Resource Services
- SOP--I. Radiological Protection Services
- SOP--J. Public Information Services

**STANDARD OPERATING PROCEDURES (SOP)**  
**EMERGENCY OPERATIONS CENTER (EOC)**

**A.1 REQUIRED MATERIALS AND INFORMATION**

The following materials and information should be on hand in the EOC:

- a. Copy of the county Emergency Operations Plan (EOP).
- b. Copy of the municipal Emergency Operations Plan (EOP).
- c. Copy of EOC/staff officers SOPs.
- d. Notification and Resource Manual.
- e. Event Action Log (Attachment A-1).
- f. Sign-in/out Log (Attachment A-2).
- g. EOC Floor Plan sketch (Attachment A-4).
- h. Action Status Board.
- i. Municipal Map.
- j. Adequate office supplies for 24-hour operation.

**A.2 GENERAL**

- a. The Sugarloaf Township EOC is a facility staffed through the rapid mobilization of key personnel. It is selected and equipped to permit the coordination and implementation of actions at Township level to save life, preserve property and alleviate human suffering during periods of natural or man-caused emergencies/disasters. The EOC is located in Sugarloaf Fire Company, County Road 40, Sybertsville, Pa.
- b. The Township Emergency Management Coordinator (EMC) monitors emergency conditions and recommends to the Township President whether he deems partial or total mobilization of the EOC is required. The EOC is mobilized under authority of the Township President.
- c. The Emergency Management Coordinator functions for the Supervisors as the Incident Manager in control of operations and supervising the EOC staff.

### A.3 **MOBILIZATION AND OPERATION OF THE EOC**

#### A.3.1 **Procedures for a Nuclear Power Plant Incident**

- a. If a serious incident occurred at PPL Susquehanna, LLC nuclear power plant, radiation could be released into a river as a liquid and travel downstream or it could be released in the air as a gas or particle "plume" and be carried by the wind along a plume exposure pathway zone (EPZ). This EPZ consists of an area of about ten miles in radius around the nuclear power plant. Potential exposure to persons within this pathway could involve:
  - 1) Whole body external exposure to gamma radiation from the plume and from deposited radioactive materials.
  - 2) Inhalation exposure from the passing radioactive plume.
  - 3) Ingestion exposure from consuming water or foods which have originated from the area of 50 miles radius around the incident site.
- b. The risk county affected has a separate Radiological Emergency Response Procedure (RERP) and would assume coordination, support, and overall control of the Radiological Emergency Incident within the county. All nuclear power plants use the same terminology, based on escalation levels, to notify the agencies outside of the plant site of the emergency classification level (ECL). A nuclear power plant incident, hereinafter called an "incident," is a condition at a nuclear power plant which could result in impact on public health and safety. "Four" ECLs have been identified; from the least serious to the most serious they are: UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, and GENERAL EMERGENCY.

Within each ECL there are specific emergency responses necessary to ensure that public health and safety are protected. Descriptions of the "four" ECLs are as follows:

- 1) **UNUSUAL EVENT** – Events are in progress or have occurred, that indicates a potential degradation of the level of safety of the plant or indicate a security threat to facility protection. No release of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occur.

- 2) **ALERT** – Events are in progress or have occurred, that indicate actual or potential substantial degradation of the level of safety at the plant or a security event that involves probable life threatening risk to site personnel or damage to site equipment because of intentional malicious dedicated efforts of a hostile act. Any release of radioactive material is expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guidelines (PAG) exposure levels.
  - 3) **SITE AREA EMERGENCY** - Events are in progress or which have occurred, that involve actual or likely major failure of plant functions needed for protection of the public or security events that result in intentional damage or malicious acts; (1) toward site personnel or equipment that could lead to the likely failure of or; (2) prevents effective access to equipment needed for the protection of the public. Any releases of radioactive material are not expected to exceed EPA PAG exposure levels except near the site boundary.
  - 4) **GENERAL EMERGENCY** - Events are in progress or have occurred, that involve actual or imminent substantial core degradation or melting with potential loss of containment integrity or security events that result in an actual loss of physical control of the facility. Releases of radioactive material can be reasonably expected to exceed EPA PAG exposure levels offsite for more than the immediate area.
- c. For a Radiological Emergency Incident at a nuclear power plant, the County EMA will use the four ECLs listed, when he/she coordinates with other counties, State Agencies, the nuclear power plant, municipalities, school districts, and all other responding agencies.

#### A.3.2 EOC Operations:

- a. The EOC organizational chart is shown at Attachment A-3. The EOC will be manned normally on two 12-hour shifts. A shift roster will be established and posted in the EOC based on the notification listing in the Notification and Resource Manual.
- b. Communications will become operational and tested with county and local agencies. Amateur Radio backup will be established if available.
- c. Security shall be established for the EOC.

- d. All members of the EOC will be briefed by the EMC at the start of each shift on the emergency situation. Any problems on procedures or responsibilities will be resolved at this time.
- e. An Event Action Log will be opened and maintained (Attachment A-1).
- f. Radiological Emergency response plans which include SOP's, checklist and responsibilities shall be reviewed by EOC staff.
- g. A municipal map will be located in the EOC and posted with important data, i.e., TCPs, ACPs, alerting routes, siren locations, transportation pickup points, evacuation routes, monitoring/decontamination station, etc.
- h. The Action Status Board will be maintained with current EOC status.
- i. Contact will be made with supporting or coordinating agencies to insure their availability.
- j. EOC operating space for staff officers is reflected in the floor plan at Attachment A-4.

#### **A.4 TEMPORARY EOC LOCATIONS:**

- A.4.1 Relocation of the EOC - If required to evacuate the primary EOC location, the EOC will relocate to **Hazleton Area Vo-Tech School**. If possible, the EOC will be the last organization to leave the hazard area.

#### **A.5 PROTECTIVE ACTIONS**

##### **A.5.1 Responsibility:**

- a. Elected municipal officials are responsible for protecting the health and welfare of the residents of the municipality.
- b. Elected municipal officials, acting through the municipal Emergency Management Coordinator and the municipal Emergency Management Agency, will provide guidance and direction as required during any emergency situation.
- c. The responsible official at state level will communicate necessary protective action decisions. Protective actions are intended to provide the necessary hazard exposure control for the general public. Implementation will be made by municipal officials, or, in their absence, the Emergency Management Coordinator, in conjunction with a Disaster Proclamation declared by the Governor.

**A.5.2 Types of Protective Actions:**

- a. In-Place Sheltering: Action by the public to take advantage of protection against various hazards such as violent winds, chemical spills, or radiation exposure afforded by remaining indoors away from the doors and windows, in basements, or in reinforced protective shelters during the danger period.
- b. Evacuation: Will involve movement of the entire population from a specifically designated area of the municipality.

**A.5.3 Reception Centers: Reception Centers have been designated by the county.**

- a. For incidents at the PPL Susquehanna, LLC nuclear power plant, persons evacuating Sugarloaf Township who need a place to stay should follow the evacuation route to the Reception Center located at **Marian High School in Barnesville**. From this point, evacuees will be directed to a mass care center where emergency lodging and food will be provided.

Further details are provided in:

- 1) The County Emergency Operations Plan
- 2) The Emergency Information insert of the local telephone directories provided to the entire population of the 10 mile EPZ of the PPL Susquehanna, LLC.
- 3) Attachment D-6 (Reception Center and Evacuation Routes) of this plan.

EOC EVENT-ACTION LOG

SUGARLOAF TOWNSHIP

EOC

Date:

EVENT NO.	TIME	NAME	EVENT	ACTION

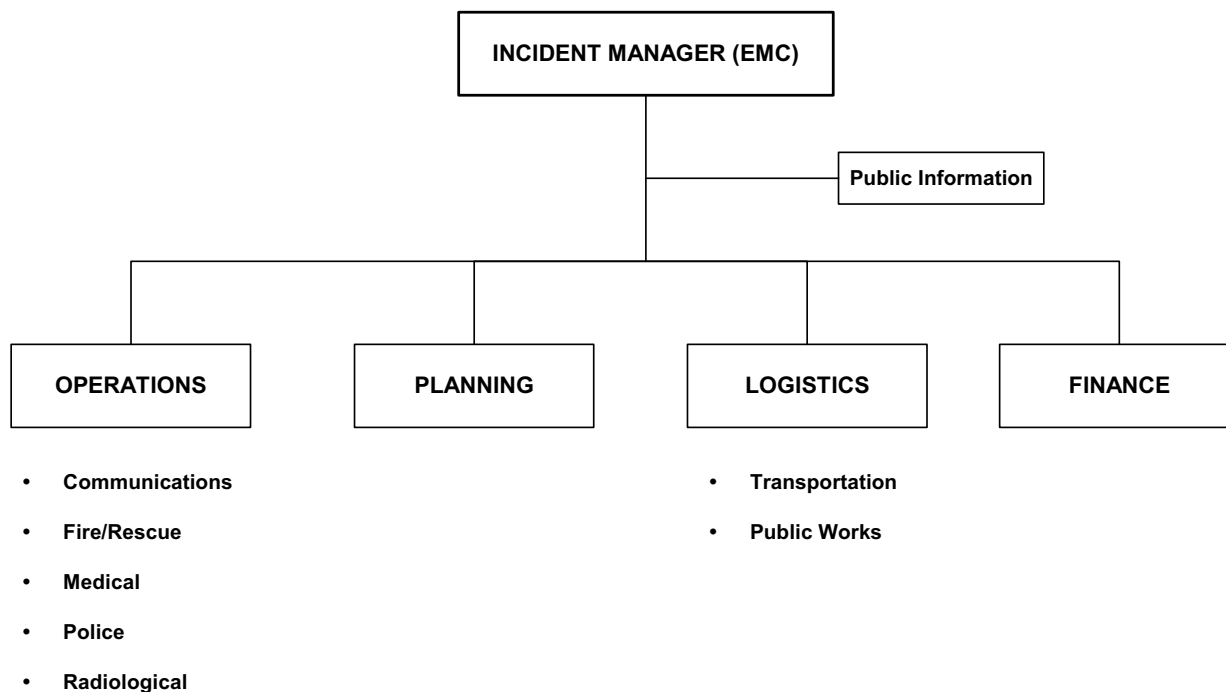
Visitors and Staff: *Please Sign in and Out*

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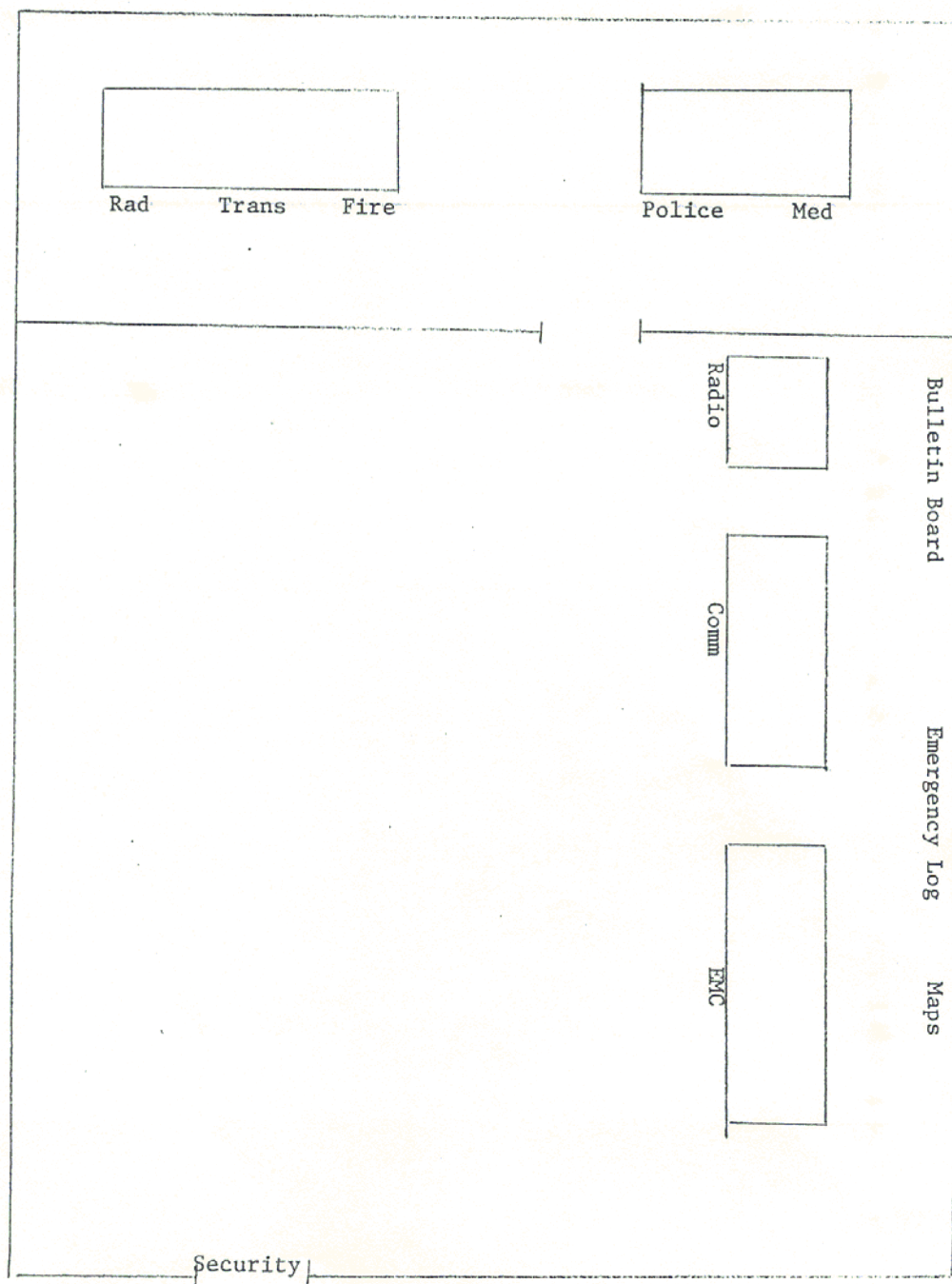
## **EMERGENCY MANAGEMENT AGENCY ORGANIZATIONAL CHART**

See Notification and Resource Manual for list of names and telephone numbers.



**NOTE:** Incident commander (EMA Coordinator) may assign multiple staff positions to individuals as deemed necessary.

## EOC FLOOR PLAN



## **EMERGENCY MANAGEMENT COORDINATOR (INCIDENT MANAGER)**

### **STANDARD OPERATING PROCEDURES (SOP)**

### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTIONS**

#### **B.1 REQUIRED MATERIALS AND INFORMATION**

The Emergency Management Coordinator should have the following materials and information on hand:

- a. Copy of the county Emergency Operations Plan (EOP).
- b. Copy of the municipal Emergency Operations Plan (EOP).
- c. Copy of the EOC/Staff Officers' SOPs.
- d. Notification and Resource Manual.
- e. Event Action Log (Attachment B-1).

#### **B.2 UNUSUAL EVENT**

No action required.

#### **B.3 ALERT**

- ☐ Acknowledge and verify the incoming emergency notification and log the message to include date, time, source, and details on the Event-Action Log (Attachment B-1).
- ☐ Notify elected officials and make recommendations on mobilization of the EOC.
- ☐ If the decision requires limited or full mobilization of the EOC, notify selected or all EOC members (see list in Notification and Resource Manual) and report to and bring the EOC to operational status (log starting time). The Communications Staff Officer will assist in the staff emergency notification. If only selected key emergency staff personnel are mobilized initially, instruct the Communications Officer to notify the other emergency staff officers and put them on standby status. Ensure the Radiological Officer has been notified).
- ☐ Notify the County Emergency Management Agency that the EOC is operational.
- ☐ Review EOC SOP--A and EMC Responsibilities and Functions in the basic EOP.
- ☐ Check communications systems for operability (see Communications Officer SOP--C). Instruct the Communications Officer to open communication nets to include Amateur Radio Operator.

- ☐ Ensure a radio is set up in the EOC and constantly monitor the Emergency Alert System (EAS) Station (see SOP--C).
- ☐ Take action to establish EOC security (Police Officer SOP--D).
- ☐ Brief the EOC staff on the situation and status of events and resolve any responsibilities or operational procedure problems. Ensure all EOC staff members have current SOP Checklists and a Notification and Resource Manual.
- ☐ Check to ensure municipal maps and action status board reflect current data.
- ☐ Ensure a recorder is assigned to maintain the Event-Action Log.
- ☐ Review requirements versus available resources listing and update any "unmet" needs (Notification and Resource Manual). Report "unmet" needs to the County EMA.
- ☐ If the situation dictates, ensure that route alert teams have been mobilized and are placed on standby status (Fire/Rescue Officer SOP--E).
- ☐ If sirens are activated, as necessary, ensure route alert teams have been dispatched by the Fire/Rescue Officer and that action has been taken to notify the non-English speaking and hearing impaired (list in Notification and Resource Manual)
- ☐ Verify through the Communications or Police and Medical Officers that all businesses and industries, transient locations, hospitals, nursing homes, day care centers, and schools have been notified of the emergency classification level (list in Notification and Resource Manual).
- ☐ Monitor the emergency situation and keep elected officials and EOC staff informed when conditions change.
- ☐ Ensure that the Radiological Officer has obtained the municipal issue of dosimetry/KI and radiological equipment (if not predistributed to municipalities).

#### **B.4 SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Authenticate the incoming emergency notification and log the message to include date, time, source, and details on the Event-Action Log.
- ☐ Ensure that the Radiological Officer has issued dosimetry/KI and radiological equipment to emergency workers.
- ☐ Ensure that elected officials and all EOC staff officers are aware of the Site Area Emergency classification. Assemble full EOC staff and all emergency workers and establish a 24-hour operation.
- ☐ If sirens are activated, as necessary, ensure route alert teams have been dispatched by the Fire/Rescue Officer and that action has been taken to notify the non-English speaking and hearing impaired (list in Notification and Resource Manual).

- ☐ Verify through the Communications, Police, and Medical Officers that all special facilities populations' transient locations have been notified of the emergency conditions (list in Notification and Resource Manual).
- ☐ Ensure that police are establishing Traffic Control Points and Access Control Points (Police Officer SOP--D), if required, around the affected area.
- ☐ Coordinate with the Transportation Officer regarding the availability of vehicles and drivers for servicing pick-up points (Transportation Officer SOP--G); ensure that sufficient vehicles are available for pickup of residents without transportation (Notification and Resource Manual).
- ☐ Check with county EMA to ascertain status of requested "unmet" needs.
- ☐ Check message and event-action logs to ensure that items requiring action are in the process of being completed. Check the updating of data on status display boards/charts. Resolve any staff coordination or procedure problems.
- ☐ Notify the county EMA once route alerting, if necessary, has been completed.
- ☐ Provide current status of the Township to the municipal elected officials and the County Emergency Management Agency.
- ☐ If the emergency resources of the municipality have been depleted, request assistance from the county EMA (Notification and Resource Manual).
- ☐ Assemble and update the EOC staff on the change in the emergency classification and status of events. Resolve any operational (staff) problems. Ensure staff event-action logs are detailed enough to provide adequate background knowledge for each staff officer replacement.
- ☐ Ensure route alert teams are on standby in case the sirens are activated.
- ☐ Confer with elected officials regarding declaration of a municipal state of emergency and forward copy of declaration to county.

#### **B.5 GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Authenticate the incoming emergency notification and log the message to include date, time, source, and details on the Event-Action Log.
- ☐ Ensure that all EOC personnel, elected officials, and emergency workers are aware of the ECL.
- ☐ If notification is received from the County EMC to implement protective actions, (authenticate the message and log time) notify municipal officials, then:
  - ☐ Brief the EOC staff on the situation and status of events.
  - ☐ Upon direction of the County EMA, after the sirens are activated, commence route alerting.

- ☐ Monitor the information being provided over the EAS station to ensure correct instructions are being given to the general population. Review EOC SOP--A for Protective Actions.
- ☐ If in-place sheltering is directed, ensure route alert teams have notified non-English speaking and hearing impaired. Also, verify through the Police and Medical Officers that all businesses and industries; transient locations; hospitals, nursing homes, day care center, and schools have been notified of the emergency conditions and any protective actions required.
- ☐ If evacuation is directed, complete those same actions required in in-place sheltering above plus: review evacuation routes (Police Officer's SOP--D) and road conditions with the EOC staff and determine if there is construction or blockage that would hinder movement from the evacuation area to reception or mass care centers; assign sufficient emergency workers to the Transportation Officer to provide for adequate and expeditious dispatch of vehicles; ensure ambulance and bus drivers are knowledgeable of the evacuation routes.; ensure police have established traffic control points and access control points; ensure ambulances have been dispatched to homes requiring medical assistance; ensure the Transportation Officer has dispatched vehicles for servicing pickup points and buses to pick up residents without transportation.
- ☐ Notify the county EMA once route alerting has been completed.
- ☐ Monitor the evacuation process and report initial damage assessment (Public Works SOP--H) and unfilled "unmet" needs to the municipal elected officials and the county EMA.
- ☐ Ensure the Radiological Officer is prepared to direct emergency workers to monitoring/decontamination stations upon conclusion of the emergency response (location posted in EOC).
- ☐ Ensure preparation to relocate the municipal government, police, fire, ambulance, and the EOC staff if located in the prescribed evacuation area.
- ☐ Maintain emergency status in the EOC until reduction in the emergency condition, termination of emergency, or required to relocate the municipal government and the EOC staff outside of the prescribed evacuation area.
- ☐ Notify the county EMA once evacuation has been completed.
- ☐ Verify with county EMA as to when you can release your ACPs.
- ☐ If the EOC is required to relocate, if possible, wait until the municipality has been confirmed as cleared of personnel before evacuating the area. Notify the County EMA upon departure from the primary EOC location and upon arrival at the alternate EOC location (log time).
- ☐ Assemble the EOC staff and brief on the situation and status of the emergency situation. Resolve any coordination or procedure problems. As the emergency subsides and operations move into early recovery, ensure the EOC staff is prepared to provide generally the same services as those provided by staff members and forces during the emergency conditions and/or evacuation.

B.6 **RE-ENTRY/RECOVERY:** (When the municipal area is considered safe for the public to return.)

B.6.1 **RE-ENTRY ACTIONS:**

- ☐ Notify County EMC when public services, i.e., water, electricity, sewage treatment, etc., are operable and re-entry by the public can be accomplished.
- ☐ Upon notification from the County EMC that re-entry is permitted into the evacuated area, coordinate with the Board and attempt to relocate the EOC and seat of government back into the area prior to return of the general public. Notify County EMA when departing and upon re-establishment of the EOC.
- ☐ Monitor EAS station and public news releases to ensure the general public is notified that orderly re-entry into the evacuated area is authorized.
- ☐ Ensure police re-establish TCPs and ACPs as needed.
- ☐ Ensure Transportation Officer has adequate drivers and vehicles to transport the returnees.
- ☐ Ensure provisions are made for the visibility of available police and fire units, as well as for their response to emergencies.

B.6.2 **RECOVERY ACTIONS:**

- ☐ Ensure the Public Works and Resources Officer has determined availability and adequacy of fuel and food distribution facilities and is prepared to direct the public to the available sources.
- ☐ Provide assistance, as necessary, to public utilities servicing the area in order to attain normalcy as rapidly as possible.
- ☐ Assign sufficient emergency workers to support the Damage Assessment and to expedite collection and assessments of damage sustained, to include the effects on population, roads and highways, vital installations, public utilities, human care service facilities, resources, shelter systems, etc. Ensure a damage assessment report is compiled and submitted to the County Emergency Management Agency to include inventories of remaining, damaged, and needed resources.
- ☐ Ensure all operational activity and messages, event-action logs plus records of transactions regarding the evacuation and re-entry are maintained and retained for future reference.
- ☐ Maintain communications with County EOC and municipal emergency forces until County advises or concurs in a closeout to emergency operations (log time).

- ☐ Review operational experience gained and upgraded emergency plans and procedures accordingly.
- ☐ Assist elected officials in obtaining damage assessment data and documentation as it affects both private and public property. Provide results in format prescribed by PEMA through the County EMA.



## Sugarloaf Township

Date:

EVENT NO.	TIME	NAME	EVENT	ACTION

## **COMMUNICATIONS SERVICES OFFICER (OPERATIONS)**

### **STANDARD OPERATING PROCEDURES (SOP)**

#### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTIONS**

##### **C.1 REQUIRED MATERIALS AND INFORMATION**

The Communications Services Officer should have the following materials and information on hand:

- a. Copy of Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officer's SOPs.
- c. Notification and Resource Manual.
- d. Copy of Event-Action Log (Attachment C-1).
- e. Copy of communications procedures (Attachment C-2).
- f. Copy of Message Form Format (Attachment C-3).
- g. Portable or hand mobile radios, if available.
- h. Battery operated AM/FM radio for EAS monitoring.

##### **C.2 UNUSUAL EVENT**

No action required.

##### **C.3 ALERT**

- ☐ Upon notification of an Alert, notify the Deputy Communications Officer and place him/her on standby.
- ☐ Report to the Emergency Operations Center (EOC).
- ☐ Establish radio and telephone communications network (Attachment C-2).
- ☐ Open official Event-Action Log (Attachment C-1).
- ☐ Notify other EOC staff as directed by the EMC (Notification and Resource Manual).
- ☐ Set-up radio to monitor Emergency Alert System (EAS).
- ☐ Review EOC SOP--A and Communications Responsibilities and Functions in the basic EOP.
- ☐ Confirm with County the availability of Amateur Radio Operator.
- ☐ Develop shift schedule for possible 24-hour operations.

- ☐ Review “unmet” needs of communications equipment or personnel (Notification and Resource Manual).
- ☐ Supervise handling of message traffic (Attachment C-3).
- ☐ If the ANS has been activated, notify major businesses and industries, camp sites, motels/hotels, and other transient sites (Notification and Resource Manual).
- ☐ Keep Emergency Management Coordinator informed of communications status.
- ☐ Prepare for a higher emergency classification.

**C.4 SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Assemble all communications personnel and implement 24-hour operations schedule.
- ☐ Review communication capabilities to maintain contact with TCPs and Route/Sector Alert Teams (SOP--D and E).
- ☐ Continue to assess requirements versus resources available.
- ☐ Supervise maintenance of message log.
- ☐ Prepare for a higher emergency classification.

**C.5 GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Continue to assess requirements versus resources available.
- ☐ Review communications means and ensure proper utilization.
- ☐ Notify special facilities population transient locations (Notification and Resource Manual).
- ☐ Supervise message handling.
- ☐ Supervise maintenance of the message log.
- ☐ Prepare to direct communications emergency workers to monitoring/decontamination stations (location posted in EOC).
- ☐ Prepare to relocate with the EOC, if necessary.
- ☐ Be prepared to provide a radio and telephone communications network upon relocation back into the municipal area.

C.6 **RE-ENTRY/RECOVERY**: (When the municipal area is considered safe for the public to return.)

C.6.1 **RE-ENTRY ACTIONS**:

- ☐ Relocate back to the municipal area with the EOC.
- ☐ Re-establish communication with the County EOC and municipal police and fire/rescue.

C.6.2 **RECOVERY ACTIONS**:

- ☐ Provide a radio and telephone communications network during the recovery using the same procedures as prescribed in Attachment C-2.
- ☐ Assist elected officials in obtaining damage assessment data by communications means.
- ☐ Ensure all operational activity and messages, event-action logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.
- ☐ Maintain communications with the county EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- ☐ Review operational experience gained and upgrade SOP--C accordingly.

## Date:

C, Page 4 of 6

## COMMUNICATIONS

- C.2.1 The primary mode of communications between the Municipal and County EOC is by two-way radio. The telephone will be used as a backup for the radios and as the primary mode of communications between municipal residents and the municipal EOC. Usual fire/police radio nets will also be operational. In addition to these types of communications, the county will provide for backup communication an Amateur Radio Operator and radio. Amateur Radio Operator communications will be established upon notification by county of a major emergency or disaster. The municipal Communications Officer will coordinate with the county to verify Amateur Radio Operator assignments have been made. Communications with federal agencies will be made through the State EMA.
- C.2.2 A public inquiry center will be established at the Luzerne County EOC whenever the municipal EOC is activated. The public inquiry number for Sugarloaf Township is 1-800-821-3716. The County Public Information Officer is responsible for manning the public inquiry center.
- C.2.3 The Communications Officer will set up a radio in the EOC so that personnel in the EOC can monitor the Emergency Alert System station at all times during the emergency. The Emergency Alert System stations for the County are:

AM	M	
WNAK 730	WRGN 88.1	WBHT 97.7
WILK 980	WRKC 88.5	WBSX 97.9
WBAX 1240	WSFX 89.1	WKRZ 98.5
WOGY 1300	WCLH 90.7	WDMT 102.3
WYCK 1340	WQFM 92.1	WFEZ 103.1
WAZL 1490	WMGS 92.9	
WITK 1550	WSJR 93.7	

Television: WBRE Channel 28; WYLN Channel 35

- C.2.4 Each EOC staff agency will keep a record of important messages or events during his/her tour of duty to provide information for a replacement and for use in after action reports. A sample format is shown at Attachment C-1.
- C.2.5 The Communications Officer will maintain a record of all incoming and outgoing messages.
- C.2.6 Periodic testing of the municipal communication system will be conducted in accordance with EOP.

## MUNICIPAL EMA MESSAGE FORM

TO:	
FROM:	
DATE / TIME:	

☐ THIS IS A DRILL

☐ THIS IS **NOT** A DRILL


### **MESSAGE INSTRUCTIONS**

1. Messages called directly into county counterparts via telephone lines may forgo this form.
2. Record **all** messages in your event action log.
3. Keep Coordinator informed of all messages and actions.

G:\Procs\EPlan-Offsite\MunicipalPlans\sopC-LuzCnty1.doc

## **POLICE SERVICES OFFICER (OPERATIONS)**

### **STANDARD OPERATING PROCEDURES (SOP)**

#### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTIONS**

##### **D.1 REQUIRED MATERIALS AND INFORMATION**

The Police Services Officer should have the following materials and information on hand:

- a. Copy of the Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officer's SOPs.
- c. Notification and Resource Manual.
- d. Copy of Event Action Log (Attachment D-1).
- e. Copy of the Municipal TCPs and ACPs (Attachments D-2 and D-3).
- f. Map of County Evacuation Routes (Attachment D-4).
- g. Map of Municipal Evacuation Routes (Attachment D-5).
- h. Map of Route to Reception Center (Attachment D-6).

##### **D.2 UNUSUAL EVENT**

No action required.

##### **D.3 ALERT**

- ☐ Upon notification of an Alert, notify the Deputy Police Officer and place him/her on standby.
- ☐ Report to Emergency Operations Center (EOC).
- ☐ Alert members of the police force and place in standby status (Notification and Resource Manual).
- ☐ Review EOC SOP--A and Police Responsibilities and Functions in the basic EOP.
- ☐ Open official Event-Action Log (Attachment D-1).
- ☐ Provide security for EOC upon its activation (see EOC SOP--A for sign-in/out log).
- ☐ Review shift schedule for police forces to ensure 24-hour capability.
- ☐ Review "unmet" needs of Police Department (Notification and Resource Manual).



- ☐ Review Traffic Control Points (TCPs) for Police in emergencies (Attachment D-2 and D-3).
- ☐ Keep EMC informed of the police status.
- ☐ Prepare for a higher emergency classification.

D.4 **SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Ensure that radiological information and equipment has been disseminated to police personnel and volunteer workers from the Radiological Protection Officer (SOP--I).
- ☐ Assemble all police personnel and implement 24-hour operations schedule.
- ☐ Verify notification of special facilities population and transient sites (Notification and Resource Manual).
- ☐ Assist fire and rescue services in route alerting if required (see SOP--E).
- ☐ Post police at designated TCPs (Attachment D-3).
- ☐ Dispatch towing services, as required (Notification and Resource Manual).
- ☐ Check on traffic flow and determine potential bottlenecks.
- ☐ Verify that emergency fuel suppliers are available (coordinate with Public Works/Resources).
- ☐ Evaluate selected Traffic Control Points (TCPs) and determine suitability and adequacy as evacuation routes.
- ☐ Continue to assess requirements versus available resources.
- ☐ Prepare for escalation to a higher emergency classification.

D.5 **GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Ensure police personnel are reading and recording dosimetry data, as appropriate.
- ☐ Post police at designated TCPs.
- ☐ Prepare to direct police services emergency workers to appropriate monitoring/decontamination stations (location is posted in EOC).
- ☐ If protective actions are ordered, supervise evacuation through Traffic Control Points and assist the EMC in determining when the area being evacuated is clear of personnel.

- ☐ Review Police Department relocation site and prepare to relocate with the EOC, if necessary.
- ☐ Post police at municipal Access Control Points during and after evacuation until relieved by EMC.
- ☐ Provide essentially the same police services upon re-entry back into the municipal area.

**D.6 RE-ENTRY/RECOVERY:** (When the municipal area is considered safe for the public to return.)

**D.6.1 RE-ENTRY ACTIONS:**

- ☐ Relocate back to the municipal area with the EOC.
- ☐ Reestablish appropriate TCPs and ACPs as needed.
- ☐ Establish mobile police (marked car) route patrols throughout the municipality to visibly show the public that police protection/assistance is available.

**D.6.2 RECOVERY ACTIONS:**

- ☐ Provide essentially the same services as before and during the emergency.
- ☐ Assist elected officials in obtaining damage assessment data and documentation as it affects both private and public property.
- ☐ Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and reentry are retained for future reference.
- ☐ Maintain police services support to the municipal EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- ☐ Review operational experience gained and upgrade SOP--D accordingly.

## EOC EVENT-ACTION LOG

### Sugarloaf Township

D

EVENT NO.	TIME	NAME	EVENT	ACTION

## **TOWNSHIP TRAFFIC AND ACCESS CONTROL POINTS (ACPs)**

- D.2.1 The primary municipal police responsibility during major emergencies or disasters is traffic control. Otherwise, the same law enforcement and security assignments and responsibilities prevail as under normal operating conditions. In some cases, the municipality may have access control responsibilities.
- D.2.2 Municipal police or auxiliary and fire police will man TCPs and ACPs which are their responsibility in accordance with local traffic conditions, informing the EOC of all actions taken.
- D.2.3 In Sugarloaf Township, the removal of stalled vehicles from evacuation routes will be accomplished by use of towing equipment shown in the Notification and Resource Manual. Emergency supplies of gasoline and diesel fuel will be provided by gas and oil companies shown in the Notification and Resource Manual.
- D.2.4 The following special equipment is desirable for Police Officers manning Local Traffic Control Points:
  - a. Reflector Vest
  - b. Lighted Baton
  - c. Radio communications with EOC using CB Radio or Portable Radio

## TCPs

### EVACUATION IN RESPONSE TO AN INCIDENT AT SUSQUEHANNA STEAM ELECTRIC STATION

D.3.1 The TCPs listed below are predesignated for an evacuation due to an incident at Susquehanna Steam Electric Station. Traffic control points along the secondary routes leading to main evacuation routes (see Attachment D-5) are the responsibility of the municipality.

a. Traffic Control Points (TCPs)

OST NUM E	OCATION	ES ONSI E O ICE O GANI ATION	NUM E O MEN
1	SR 0093 & T 421	Sugarloaf Township	1
2	SR 0093 & T 340	Sugarloaf Township	1
3	SR 0093 & T 388 (Brookhill Rd)	Sugarloaf Township	1
4	County Road & T 336	Sugarloaf Township	1
5	SR 0093 & SR 3026	Sugarloaf Township	1
6	SR 0093 & SR 3020 (Airport Rd)	Troop N - PSP Post 19	1
7	County Road & SR 0093	Troop N - PSP Post 20	2
8	SR 3020 & T 301	Troop N - PSP Post 21	1
9	Route I-80 & SR 0093	Troop N - PSP Post 22	2
10	SR 0093 & Route I-80	Troop N - PSP Post 23	2

\* When TCPs are to be manned by the PSP, the letter indicating the responsible troop will be reflected under this heading, e.g., Troop S - PSP.

D.3.2 Generally, ACPs are the responsibility of the Pennsylvania State Police and are listed in the County Plan Annex E. When an ACP is the responsibility of the municipality, it will be listed below:

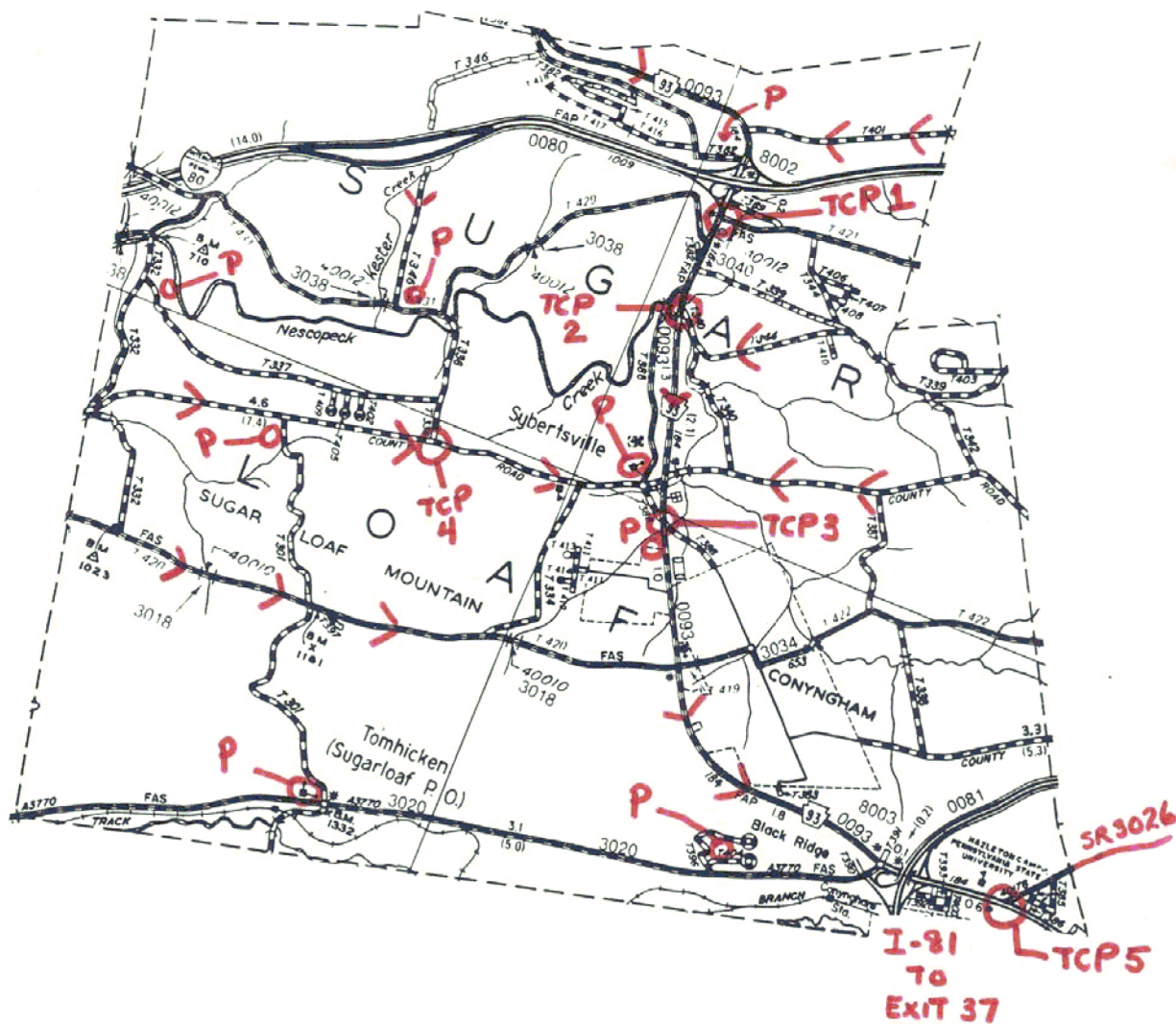
**LEGEND**

- COUNTY BOUNDARY
- MUNICIPAL BOUNDARY
- EVACUATION ROUTE

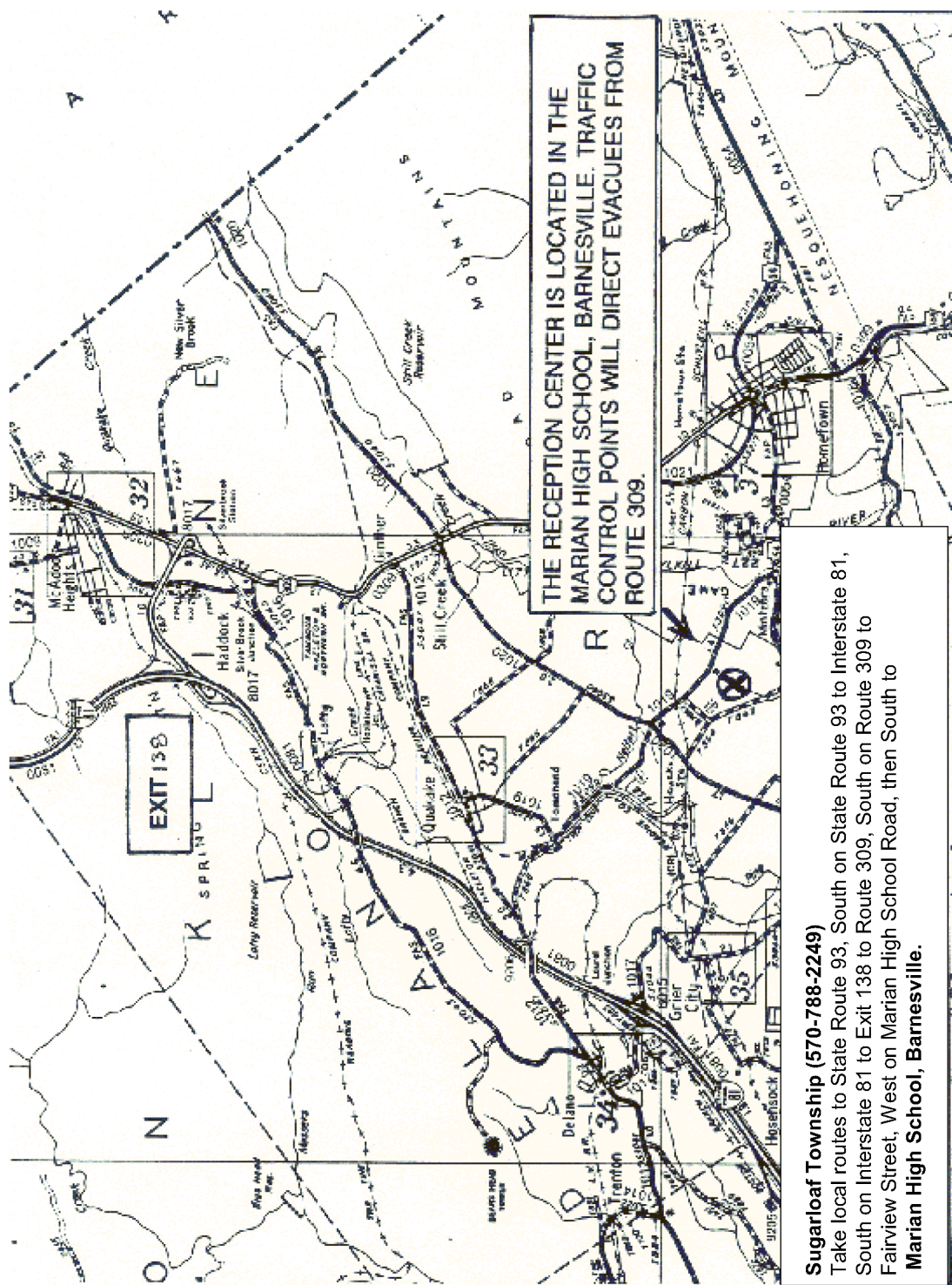
**SUSQUEHANNA STEAM ELECTRIC STATION  
EVACUATION PLAN MAP**  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY  
SEPTEMBER 2003



## Evacuation Plan Map



## ROUTE TO RECEPTION CENTER





## **FIRE AND RESCUE SERVICES OFFICER (OPERATIONS)**

### **STANDARD OPERATING PROCEDURES (SOP)**

#### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTION**

##### **E.1 REQUIRED MATERIALS AND INFORMATION**

The Fire and Rescue Services Officer should have the following materials and information on hand:

- a. Copy of Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officer's SOPs.
- c. Notification and Resource Manual.
- d. Copy of Event-Action Log (Attachment E-1).
- e. Public Alert/Notification and Route Alerting Procedures (Attachment E-2).
- f. Copy of any other Fire and Rescue SOP for routine operations and Haz Mat incidents (Emergency Response Guidebook for Haz Mat Incident, DOT P.5800, current edition).

##### **E.2 UNUSUAL EVENT**

No action required.

##### **E.3 ALERT**

- ☐ Upon notification of an Alert, notify the Deputy Fire and Rescue Officer and place him/her on standby.
- ☐ Report to Emergency Operations Center (EOC).
- ☐ Alert fire/rescue personnel and place in standby status (Notification and Resource Manual).
- ☐ Review EOC SOP--A and Fire and Rescue Responsibilities and Functions in the basic EOP.
- ☐ Open official Event-Action Log (Attachment E-1).
- ☐ Notify the Route/Sector Alert Team leaders and assign personnel to route alert teams and place on standby (Attachment E-2 and Notification and Resource Manual).
- ☐ Check with the Radiological Officer to ensure that dosimetry and KI (potassium iodide) is/will be available for issue and where.

- ☐ Check volunteer workers to see if they have previous training or knowledge on radiological equipment, forms, and reports.
- ☐ Review “unmet” needs of Fire/Rescue Department (Notification and Resource Manual).
- ☐ Review shift schedule to ensure 24-hour capability.
- ☐ Review SOP--I, “Procedures for a Radiological Emergency Incident.”
- ☐ Keep Emergency Management Coordinator informed of the Fire and Rescue status.
- ☐ Prepare for a higher emergency classification.

#### **E.4 SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Assemble all fire/rescue personnel and implement a 24-hour operation schedule (Notification and Resource Manual).
- ☐ Ensure that radiological information and equipment has been disseminated to fire rescue personnel and volunteer workers from the Radiological Officer (SOP--I).
- ☐ Check with the Medical Officer to ensure that the listing of residents with serious hearing impairments has been updated.
- ☐ Dispatch Route/Sector Alert Teams on order of the EMC when sirens are activated.
- ☐ Receive and compile reports from Route Alert Teams and keep EMC informed of the alert notification status.
- ☐ Prepare to direct fire/rescue emergency workers to a monitoring/decontamination station.
- ☐ Continue to assess requirements versus available resources.
- ☐ Prepare for escalation to a higher emergency classification. If protective actions are ordered, see SOP--A.

#### **E.5 GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Ensure Fire/Rescue emergency workers are reading and recording dosimetry data, as appropriate.
- ☐ Review fire/rescue relocation point and prepare to relocate with the EOC, if necessary.

- ☐ Be prepared to dispatch Route Alert Teams, if necessary, when directed by the EMC after the sirens have been activated.
- ☐ Ensure fire rescue personnel have reported to emergency worker monitoring/decontamination station upon completion of their mission (location posted in EOC).
- ☐ Receive and compile reports from Route Alert Teams and keep EMC informed of the alert notification status.
- ☐ If situation warrants, relocate with EOC to the alternate EOC location.
- ☐ Be prepared to provide essentially the same fire, prevention, supervision, and rescue services upon relocation back into the municipal area.

E.6 **RE-ENTRY/RECOVERY**: (When the municipal area is considered safe for the public to return.)

E.6.1 **RE-ENTRY ACTIONS**:

- ☐ Return to the municipality with the EOC staff.
- ☐ Re-establish the fire station and be visible to the public to assure them that fire and rescue services are readily available.

E.6.2 **RECOVERY ACTIONS**:

- ☐ Provide essentially the same fire, prevention, protection, supervision, and rescue services as before and during the emergency.
- ☐ Assist elected officials in obtaining damage assessment data and documentation as it affects both private and public property.
- ☐ Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.
- ☐ Maintain fire and rescue support to the municipal EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- ☐ Review operational experience gained and upgrade SOP--E accordingly.

## EOC EVENT-ACTION LOG

### Sugarloaf Township

## FIRE AND RESCUE

⌒

EVENT NO.	TIME	NAME	EVENT	ACTION

## **ALERT/NOTIFICATION SYSTEM (ANS) AND ROUTE ALERTING**

### **E.2.1 SIREN ALERT**

The primary means for alerting the public is a siren system. The system is activated by the county EMA from its EOC. A map of the location of sirens in Sugarloaf Township is attached (Attachment E3). In coordination with Luzerne County EMA and municipal officials, the siren system may be activated: (a) when there is significant information that will reassure the public of their safety; (b) when the public is to be informed of an emergency condition that may lead them to implement specific actions on their own; or (c) when specific actions (to include protective actions) are to be taken by the public. The purpose of the sirens is to alert the public to tune to their Emergency Alert System (EAS) radio or TV station for information and instructions. This system is designed to alert and inform essentially 100% of the population in the 10 mile EPZ within 15 minutes of the Governor's declaration.

### **E.2.2 ROUTE ALERTING**

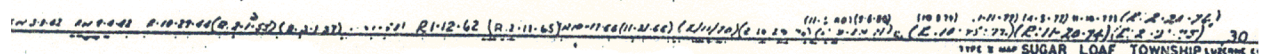
- a. As a supplementary alert/notification procedure, route alerting will be conducted, as necessary, each time the sirens are activated (Attachment E-4). This involves the use of police, fire, or other vehicles utilizing sirens and public address or hand-held speakers traveling predetermined routes in the municipality to notify the public to tune to EAS stations.
- b. The municipality has been divided into sectors with an alert team assigned to each sector (see Attachment E-5). Route alerting procedures are designed so that the entire sector will be covered in approximately 45 minutes or less.
- c. Route Alert teams are notified by the Fire and Rescue Services Officer and placed on standby status at the beginning of an emergency. The Route Alert teams may be pre-positioned; however, route alerting, as necessary, begins after each activation of the sirens.
- d. Each Alert Team should be manned by two (2) individuals.
- e. Each route alert team will be supplied with a map of the assigned sector and a prescribed message informing the public of the type of emergency and to tune to the Emergency Alert System station.
- f. Route alert teams will be selected on a first come, first served basis from the Route Alert Roster (Notification and Resource Manual). Teams will use either public or private vehicles. Route alert vehicles should be equipped for easy identification and with a PA system or bullhorns.

### **E.2.3 SPECIAL NOTIFICATION**

- a. A listing of hearing impaired residents requiring special notification and non-English speaking individuals will be maintained in the EOC. The route alert teams will ensure that these individuals are contacted.
- b. Special notification procedures for boaters on the Susquehanna River are as follows:
  - 1) Boaters will be afforded the same mode of notification (siren) as the rest of the EPZ population.
  - 2) Since public access to the Susquehanna River is restricted throughout the 10 mile EPZ, boaters are not considered as a transient population and therefore will be familiar with actions required upon hearing an emergency siren.



TOTAL MILES	
Township Road System	26.62
State Highway System	31.52
Total	58.14



## ROUTE ALERTING

### ROUTE ALERT TEAM COMPOSITION AND PROCEDURES

E.4.1 Each route alert team\* will be supplied with a map of the assigned sector (Attachment E-5). Alert teams will issue the following message:

“There is an emergency at the PPL Susquehanna Plant; please tune to your Emergency Alert System station (call letters and frequency).”

E.4.2 Route alert teams will contact: (1) all individuals along their designated route to include those who have been identified as hearing impaired\*\* or non-English speaking\*\* to ensure they have received notification, and (2) transient locations to ensure notification has been received (Notification and Resource Manual).

E.4.3 Written Message for Hearing Impaired (Sample)

There is a(n) \_\_\_\_\_ emergency.

Please contact a relative, friend, or neighbor for information being broadcast by radio or TV.

If you do not have a relative, friend, or neighbor nearby, tell the person who gave you this message or contact the police immediately.

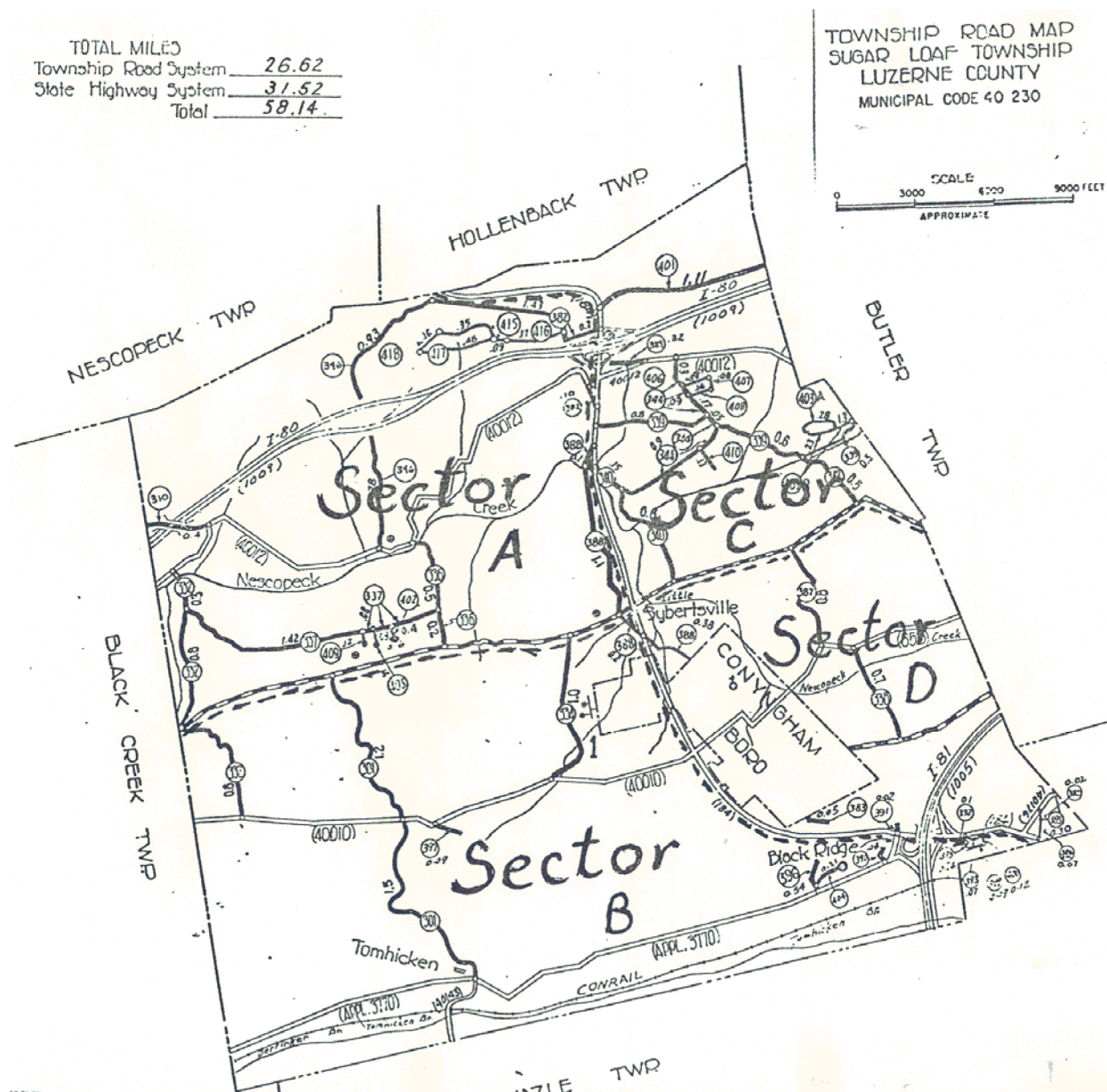
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\* A Route Alert roster of available personnel will be maintained in the Notification and Resource Manual and updated every six months by the Fire and Rescue Services Officer. Team composition will be determined by who is available at the time of the emergency.

\*\* List will be updated by the Medical Officer semiannually and maintained in the EOC since these names and personal data are confidential information.



## ALERT SECTOR MAP



## **EMERGENCY MEDICAL SERVICES OFFICER (OPERATIONS)**

### **STANDARD OPERATING PROCEDURES (SOP)**

#### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTIONS**

##### **F.1 REQUIRED MATERIALS AND INFORMATION**

The Emergency Medical Services Officer should have the following materials and information on hand:

- a. Copy of the Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officers' SOPs.
- c. Notification and Resource Manual.
- d. Copy of Event-Action Log (Attachment F-1).
- e. Listing of residents with special medical requirements and with serious hearing impairments.
- f. Name and location of hospital designated for receiving injured persons or emergency workers (posted in the EOC).

##### **F.2 UNUSUAL EVENT**

No action required.

##### **F.3 ALERT**

- ☐ Upon notification of an Alert, notify the Deputy Emergency Medical Officer and place him/her on standby.
- ☐ Report to Emergency Operations Center (EOC).
- ☐ Alert Medical/Ambulance personnel and place in standby status (Notification and Resource Manual).
- ☐ Review SOP--A and Emergency Medical Responsibilities and Functions in the basic EOP.
- ☐ Review SOP--I, "Procedures for a Radiological Emergency Incident."
- ☐ Open official Event-Action Log (Attachment F-1).
- ☐ Review shift schedule for medical personnel to ensure a 24-hour capability.
- ☐ Review "unmet" needs of Medical/Ambulance Services.
- ☐ Review list of hearing impaired residents requiring special notification to ensure it is current.

- ☐ Check with the Radiological Officer to ensure that dosimetry and KI (potassium iodide) is/will be available for issue and where.
- ☐ Check volunteer workers to see if they have previous training or knowledge on radiological equipment, forms, and reports.
- ☐ Verify list of non-ambulatory residents requiring ambulance assistance to ensure it is current and communicate unmet needs to county medical office.
- ☐ Keep Emergency Management Coordinator informed of situation.
- ☐ Prepare for a higher emergency classification.

**F.4 SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Ensure that dosimeters, KI, and reporting forms are distributed to all Medical/Ambulance personnel and review exposure limits (Attachment I-4, page I-15).
- ☐ Assemble Medical/Ambulance personnel and implement 24-hour operations schedule (Notification and Resource Manual).
- ☐ Ensure an updated listing of residents with serious hearing impairments is available to the Fire/Rescue Officer.
- ☐ Contact County Medical Officer and request dispatch of ambulance requirements for non-ambulatory and ambulatory persons requiring special medical attention to the municipal EOC.
- ☐ Review procedures for guiding or directing any incoming ambulances to residents who require ambulance assistance (coordinate with Transportation Officer SOP--G).
- ☐ Ensure that radiological information and equipment has been disseminated to necessary medical personnel by the Radiological Officer (SOP--I).
- ☐ Continue to assess requirements versus available resources.
- ☐ Prepare for escalation to a higher emergency classification. If protective actions are ordered see SOP--A.

**F.5 GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Ensure emergency medical workers are reading and recording dosimetry data, as appropriate.
- ☐ Coordinate the pickup and evacuation of residents with special medical requirements.

- ☐ Verify the evacuation of hospitals, nursing homes, mental health/mental retardation facilities.
- ☐ Coordinate with the County EMA on name and location of hospital designated for receiving contaminated/injured emergency workers.
- ☐ Ensure emergency medical workers are directed, when appropriate, to the emergency worker monitoring/decontamination stations (location is posted in EOC).
- ☐ Keep the EMC informed on the numbers and status of injured and dead handled by medical facilities.
- ☐ Review Medical/Ambulance relocation site and prepare to relocate with the EOC, if necessary.
- ☐ Be prepared to provide essentially the same medical and ambulance services upon relocation back to the municipal area.

**F.6 RE-ENTRY/RECOVERY:** (When the municipal area is considered safe for the public to return.)

**F.6.1 RE-ENTRY ACTIONS:**

- ☐ Return to the municipality with the EOC staff.
- ☐ Re-establish emergency medical facilities and advise EOC staff of the location.

**F.6.2 RECOVERY ACTIONS:**

- ☐ Re-establish and provide essentially the same medical facilities and care as before and during the emergency.
- ☐ Assist elected officials in obtaining damage assessment data and documentation as it affects both private and public property.
- ☐ Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and re-entry are maintained and retained for future reference.
- ☐ Maintain emergency medical services to the municipal EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- ☐ Review operational experience gained and upgrade SOP--F accordingly.

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F, Page 4 of 5

## **RESIDENTS WITH SPECIAL MEDICAL REQUIREMENTS**

- F.3.1 In a major emergency or disaster requiring evacuation, considerations will be given to addressing the needs of any residents having special medical requirements and living outside public or private medical care facilities, i.e., at home. These can be divided into two groups. The first are those persons who are nonambulatory and would require either special medical equipment or an ambulance to be moved from their homes. The second group are hearing impaired individuals who would require special notification procedures.
- F.3.2 Communications link to fixed and mobile medical support facilities is coordinated by the county (reference Risk County Plan - Appendix 2). Municipal communications to said facilities will be placed through the County EMA.

F.3.3 GROUP I      Non-Ambulatory Residents Requiring Ambulance Assistance

The list of non-ambulatory residents is maintained in the EOC. This list will be updated semiannually.

These individuals will be contacted by the Emergency Medical Staff Officer at the limited emergency condition or at the Alert ECL for a nuclear power plant incident to confirm the status of their medical needs, including requirements for special equipment.

Sugarloaf Township requires no (0) ambulance(s) to transport non-ambulatory residents. One (1) ambulance(s) is/are provided from within the municipality. No (0) ambulance(s) is/are requested as an unmet need from the County. Valley Emergency Service, 788-1115, will provide ambulance services to the municipality. (Note: all ambulances have two-way radio capability.)

F.3.4 GROUP II      Hearing Impaired Residents Requiring Special Notification

The list of hearing impaired residents is maintained in the EOC. This list will be updated semiannually.

These individuals will be assigned to respective route alert teams for individual contact.

## **TRANSPORTATION SERVICES OFFICER (OPERATIONS)**

### **STANDARD OPERATING PROCEDURES (SOP)**

#### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTIONS**

##### **G.1 REQUIRED MATERIALS AND INFORMATION**

The Transportation Services Officer should have the following materials and information on hand:

- a. Copy of Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officer's SOPs.
- c. Notification and Resource Manual.
- d. Copy of Event-Action Log (Attachment G-1).
- e. Copy of Transportation Planning (Attachment G-2).
- f. Copy of Transportation Pick-up Points (Attachment G-3).
- g. Evacuation Maps (Attachment G-4).

##### **G.2 UNUSUAL EVENT**

No action required.

##### **G.3 ALERT**

- ☐ Upon notification of an Alert, notify the Deputy Transportation Officer and place him/her on standby.
- ☐ Notify members of the transportation agency and place in standby status (Notification and Resource Manual).
- ☐ Report to Emergency Operations Center (EOC).
- ☐ Dispatch vehicle to pick up dosimeters and KI (applicable when stored at county level).
- ☐ Review EOC SOP--A and Transportation Responsibilities and Functions in the basic EOP.
- ☐ Open official Event-Action Log (Attachment G-1).
- ☐ Review shift schedule for transportation to ensure 24-hour capability.
- ☐ Review "unmet" needs of transportation (Notification and Resource Manual).
- ☐ Keep EMC informed of transportation status.
- ☐ Review transportation planning (Attachment G-2).
- ☐ Prepare for a higher emergency classification.



**G.4 SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Assemble all transportation personnel and implement 24-hour operations schedule (Notification and Resource Manual).
- ☐ Ensure that sufficient buses are available or have been requested from the county for pickup of residents without means of transportation and request dispatch to municipal EOC. (Notification and Resource Manual).
- ☐ Review availability of guides for buses being used to pick up persons without transportation needs (Notification and Resource Manual).
- ☐ Ensure that radiological information and equipment has been disseminated to transportation volunteer workers (drivers and guides) by the Radiological Officer (SOP--I).
- ☐ Prepare to direct transportation emergency workers to appropriate emergency worker monitoring / decontamination stations (location posted in EOC).
- ☐ Continue to assess requirements versus available resources.
- ☐ Prepare for escalation to a higher emergency classification.

**G.5 GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Review transportation alternate EOC location and prepare to relocate with the EOC, if necessary.
- ☐ Supervise pick up of residents without transportation means during evacuation. Ensure driver knows evacuation routes, reception centers, and mass care locations.
- ☐ Assist Medical/Ambulance Officer in pick up of nonambulatory persons.
- ☐ Check on traffic flow and determine potential bottlenecks.
- ☐ Notify emergency fuel suppliers to support vehicle refueling (Notification and Resource Manual).
- ☐ Coordinate with Police Services Officer on traffic status of TCPs and evacuation routes.
- ☐ Ensure all transportation resources are utilized to rapidly clear the prescribed evacuation area. Report to EMC when all dispatched vehicles have cleared the area.
- ☐ If the situation warrants, relocate with the EOC to the alternate EOC location.
- ☐ Be prepared to provide essentially the same transportation services upon relocation back into the municipal area.



G.6 **RE-ENTRY/RECOVERY**: (When the municipal area is considered safe for the public to return.)

G.6.1 **RE-ENTRY ACTIONS**:

- ☐ Return back to the municipal area with the EOC staff.
- ☐ Provide essentially the same transportation service to transport personnel back into the municipal area.

G.6.2 **RECOVERY ACTIONS**:

- ☐ Expedite return of public transportation.
- ☐ Assist elected officials in obtaining damage assessment data and documentation as it affects both private and public property.
- ☐ Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.
- ☐ Maintain transportation support to the municipal EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- ☐ Review operational experience gained and upgrade SOP--G accordingly.

**D**

**EVENT NO.**

## ACTION

## **TRANSPORTATION PLANNING**

- G.2.1 The principal means of transportation in the event of an evacuation is the private automobile. Evacuees will be urged to use any available means of private transportation including riding with relatives, friends, or neighbors.
- G.2.2 Transportation requirements for hospitals, nursing homes, and other institutions will be coordinated by the county. The municipal EMC will monitor the progress of the evacuation of these facilities and assist the county as necessary.
- G.2.3 Transportation resources allocated for the evacuation of schools are shown in the county EOP and are not considered as municipal transportation resources.
- G.2.4 The list of individuals requiring evacuation by ambulance or needing life-support equipment is maintained in the EOC by the Medical Services Officer.
- G.2.5 The number of persons without a source of transportation in the municipality is estimated to be 90. It would require 2 buses should evacuation become necessary. There are 0 buses available from municipal resources. The County Emergency Operations Center will provide 2 buses to report to the Sugarloaf Fire Company in the event of an emergency.
- G.2.6 Municipal transportation resources and a list of volunteer drivers and guides are shown in the Notification and Resource Manual.
- G.2.7 All incoming transportation support from outside of the municipality will report to the Township Municipal Building parking lot.

## TRANSPORTATION PICKUP POINTS

G.3.1 The following is a list of pickup points for persons without other transportation: (zone maps attached)

PICKUP POINTS	NUMBER OF PEOPLE
Sugarloaf Fire Company, CR 40, Sybertsville, Pa (788-2249)	20
Russ Karschner Trucking Company, Township Route 382 & Route 93	10
Stanley Good, Township Road 346 (Burma Road) (788-1798)	10
Robert Makarewicz, Township Road 332 and 337 intersection (788-3957)	10
Holy Annunciation Monastery, County Road 40 & Township Road 301 (788-5310)	10
Tomhicken Post Office, App Road 3770 and Township Road 301 (788-4585)	10
Brookhill Center, Route 93, Brookhill Development	10
Conyngham Mountain Estates, App Road 3770 and Township Rd 396	10

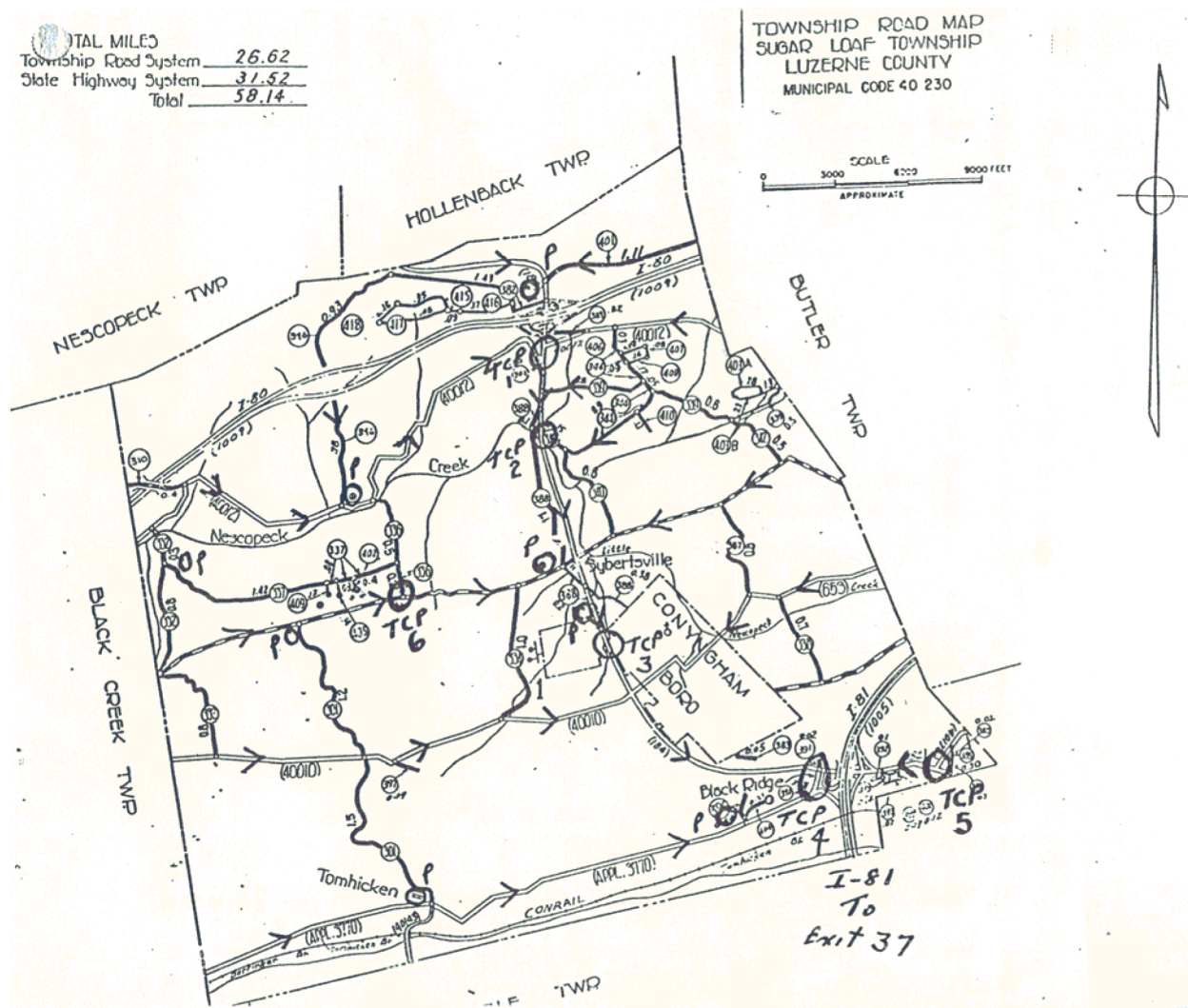
G.3.2 Persons not able to get to one of these pickup points should call Sugarloaf Township EOC, at 788-2249, to arrange pickup.

### G.3.3 Student Pickup Points

- If school is in session at the time evacuation is recommended, children attending schools located within the endangered area will be transported by bus to designated host schools outside the area. They will remain there under school supervision until picked up by parents or guardians. These "Student Pickup Points" have been planned to coincide with main evacuation routes.
- Students whose homes are inside but who attend school outside the endangered area will not be sent home if an evacuation is advised. They will remain at the school they attend under school supervision until picked up by parents or guardians.
- School students residing in Sugarloaf Township attend schools in the Hazleton Area School District. The following Hazleton Area Schools are in the risk area:
  - Drums Elementary
  - Conyngham Elementary
  - Sugarloaf Elementary
  - Rock Glen Junior High

The student pick up point for students from Sugarloaf Township is the McAdoo-Kelayres Elementary School.

## EVACUATION PLAN MAP



## **PUBLIC WORKS AND RESOURCE SERVICES OFFICER (LOGISTICS)**

### **STANDARD OPERATING PROCEDURES (SOP)**

### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTIONS**

#### **H.1 REQUIRED MATERIALS AND INFORMATION**

The Public Works and Resource Services Officer should have the following materials and information on hand:

- a. Copy of Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officer's SOPs.
- c. Notification and Resource Manual.
- d. Copy of Event-Action Log (Attachment H-1).
- e. Copy of Resource Management Procedures (Attachment H-2).
- f. Copy of Initial Damage Assessment Report (Attachment H-3).

#### **H.2 UNUSUAL EVENT**

No action required.

#### **H.3 ALERT**

- ☐ Upon notification of an Alert, notify the Deputy Public Works/Resource Services Officer and place him/her on standby.
- ☐ Report to Emergency Operations Center (EOC).
- ☐ Notify Public Works and Resource personnel and place on standby status (Notification and Resource Manual).
- ☐ Open official Event-Action Log (Attachment H-1).
- ☐ Review EOC SOP--A and Public Works/Resource Services Responsibilities and Functions in the basic EOP.
- ☐ Review shift schedule for Public Works/Resource personnel to ensure a 24-hour capability.
- ☐ Review "unmet" needs of the municipality and report them to the EMC (Notification and Resource Manual).
- ☐ Review resource listing of services or supply sources available locally for emergency use (Notification and Resource Manual).
- ☐ Review listing of support agreements (Notification and Resource Manual).
- ☐ Keep Emergency Management Coordinator informed of resource status.
- ☐ Prepare for a higher emergency classification.

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**H.4 SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Assemble Public Works/Resource personnel and implement 24-hour operations schedule (Notification and Resource Manual).
- ☐ Ensure that radiological information and equipment has been disseminated to Public Works/Resource Services personnel and volunteer workers from the Radiological Officer (SOP--I).
- ☐ Report "unmet" needs to the EMC using the format in the Notification and Resource Manual.
- ☐ Establish and operate a central resource receiving point for equipment and supplies required from sources outside the municipality.
- ☐ Coordinate with the EMC and submit an initial damage assessment report to the County EMA (Attachment H-3).
- ☐ Maintain records of all supplies issued and received.
- ☐ Maintain liaison with servicing utilities, i.e., gas, electric, and water agencies.
- ☐ Place towing services and fuel supply agencies on standby (Notification and Resource Manual).
- ☐ Assist Police Services in obtaining material for road access control purposes.
- ☐ Maintain sanitation standards as it affects water supplies and sewage disposal.
- ☐ Coordinate the pick-up or delivery of equipment and supplies in support of emergency operations.
- ☐ Coordinate municipal efforts with the County Public Works Chief.
- ☐ Keep Emergency Management Coordinator informed of the situation.
- ☐ Prepare for escalation to a higher emergency classification. If protective actions are ordered see SOP--A.

**H.5 GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Prepare to direct Public Works/Resource Services emergency workers to monitoring/decontamination stations (location posted in EOC).
- ☐ Continue to assess requirements versus resources available.
- ☐ Review Public Works/Resources relocation site and prepare to relocate with the EOC, if necessary.
- ☐ Be prepared to provide essentially the same Public Works and Resource services upon relocation back into the municipal area.

H.6 **RE-ENTRY/RECOVERY:** (When the municipality is considered safe for the public to return.)

H.6.1 **RE-ENTRY ACTIONS:**

- ☐ Return to the municipal area with the EOC staff.
- ☐ Restore public utilities prior to return of citizens to the area.
- ☐ Coordinate road clearance and debris removal with police so as to expedite reentry into the evacuated area.
- ☐ Coordinate emergency fuel supplies for reentry.
- ☐ Coordinate reentry with business and industry to solve start-up problems quickly.

H.6.2 **RECOVERY ACTIONS:**

- ☐ Provide essentially the same Public Works/Resource services as before and during the emergency.
- ☐ Notify citizens of the location of food and water supplies.
- ☐ Inventory critical supplies (food, medical, etc.) left in the evacuation area which are still usable and submit an emergency request to county EMA for critical shortages.
- ☐ Assist elected officials in obtaining damage assessment data and documentation as it affects both private and public property.
- ☐ Ensure all operational activity and message logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.
- ☐ Maintain Public Works and Resource support to the municipal EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- ☐ Review operational experience gained and upgrade SOP--H accordingly.



**D**

**D**

EVENT NO.	TIME	NAME	EVENT	ACTION

## **RESOURCE MANAGEMENT**

H.2.1 Procedures for the coordination and allocation of local resources is as follows:

- a. The municipal EMC will allocate resources and maintain a current consolidated listing of all required resources to support the EOP (Notification and Resource Manual).
- b. Each primary staff officer will keep his/her resource list up-to-date and provide changes to the EMC as they occur.
- c. The Public Works/Resource Officer will assist the EMC by maintaining a list of locally available resources which are anticipated to be in demand in event of a major emergency or disaster (Notification and Resource Manual). He/She will procure, store, and issue supplies and equipment for emergency use.
- d. "Unmet" needs will be forwarded to the County EMA. The Public Works/ Resource Officer will establish and operate a central resource receiving point for resources received from outside of the municipality.
- e. Local resources will be exhausted before requesting assistance from county. Request format is shown in the Notification and Resource Manual.
- f. The Public Works/Resource Management Officer will maintain records of all receipts and issues.
- g. Pre-approved support agreements can be implemented on approval of the EMC (Notification and Resource Manual).
- h. Commitment for other local resources must have elected officials' approval.

H.2.2 To request municipal resource assistance:

- a. Request what resource is needed.
- b. Request quantity of resource required.
- c. Give reason for needed assistance.
- d. Give location resource is needed.
- e. Submit request to the EMC for approval and action.

## **INITIAL DAMAGE ASSESSMENT REPORT**

(To be submitted telephonically as soon as possible during a disaster.)

### **General Information**

#### **A. Description**

1. Name of reporting political subdivision (borough, township)
2. Time and date(s) of disaster
3. Nature of disaster (tornado, hurricane, etc.)
4. General narrative description of damage (damage to homes, public facilities, industry, agriculture, etc.)

#### **B. Population**

##### **1. Casualties:**

Number Dead	_____	Number Injured	_____
Number Missing	_____	Number Hospitalized	_____

##### **2. Evacuees:**

Number	_____	Location	_____
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##### **3. Mass Care Shelters:**

Location	_____		
Occupants	_____	For Feeding	_____

#### **C. Status**

What is the general situation at this time? Are there unmet needs? What assistance is required by local government?

## **RADIOLOGICAL PROTECTION SERVICES OFFICER (OPERATIONS)**

### **STANDARD OPERATING PROCEDURES (SOP)**

#### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTIONS**

##### **I.1 REQUIRED MATERIALS AND INFORMATION**

The Radiological Protection Officer should have the following materials and information on hand:

- a. A copy of the county Radiological Emergency Response Procedures (RERP).
- b. Copy of the Municipal Emergency Operations Plan (EOP).
- c. Copy of the EOC/Staff Officer's SOPs.
- d. Notification and Resource Manual.
- e. Copy of Event-Action Log (Attachment I-1).
- f. Copy of SOP--I and all attachments (Attachments I-2, I-3, I-4, I-5, I-6, I-7, I-8, and I-9).
- g. Map with location of monitoring/decontamination stations for emergency workers (posted on EOC wall).

##### **I.2 UNUSUAL EVENT**

No action required.

##### **I.3 ALERT**

- ☐ Notify the Deputy Radiological Protection Officer and place him/her on standby.
- ☐ Report to Emergency Operations Center (EOC).
- ☐ Notify other members of the Radiological Protection Services staff and place in standby status (Notification and Resource Manual).
- ☐ Review EOC SOP--A and Radiological Protection Responsibilities and Functions in the basic EOP.
- ☐ Open official Event-Action Log (Attachment I-1).
- ☐ Review procedures for response to a nuclear power plant incident (Attachment I-2).
- ☐ Review radiological exposure control procedures (Attachment I-4).
- ☐ Review shift schedule for radiological staff to ensure 24-hour capability.

- ☐ Review “unmet” needs of the radiological officer (Notification and Resource Manual).
- ☐ Coordinate with transportation officer for the pick up of dosimetry/KI from county (if a municipal storage site is not used).
- ☐ Prepare to receive dosimeters and KI.
- ☐ Check serviceability and calibration of dosimetry.
- ☐ Arrange for conveyance of control PRD to county.
- ☐ Check volunteer workers to see if they have previous training or knowledge on radiological equipment, forms, and reports.
- ☐ Prepare to issue dosimeters, KI, and Reporting Forms to emergency workers (Attachments I-6 and I-7).
- ☐ Determine any “unmet” needs and report them to the EMC.
- ☐ Be prepared to issue instructions on when to commence recording dosimetry. (This instruction will be issued by PEMA through EMA channels.)
- ☐ In case of a release of radiocontaminants, monitor response agencies to ensure that exposure is kept As Low As Reasonably Achievable (ALARA).
- ☐ Keep Emergency Management Coordinator informed of the radiological protection status.
- ☐ Prepare for a higher emergency classification.

#### **I.4 SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Notify the EOC staff that radiological information and equipment is ready for dissemination.
- ☐ Assemble all radiological personnel and implement 24-hour operations schedule (Notification and Resource Manual).
- ☐ Issue dosimeters, KI, and Report Forms to emergency workers.
- ☐ Complete “Acknowledgement of Receipt by Emergency Workers for Dosimetry-KI and Survey Meters” Form (Attachment I-7).
- ☐ Ensure emergency workers are familiar with dosimetry and recording forms and exposure limits.
- ☐ Monitor dose rates in area as reported through emergency management channels and ensure emergency workers are advised.
- ☐ Ensure emergency workers are reading and recording dosimetry data, as appropriate.
- ☐ Notify the EMC when all emergency workers have been issued dosimetry/KI.

- ☐ Prepare for a higher emergency classification.

#### I.5 **GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Monitor dose rates in area as reported through emergency management channels and ensure emergency workers are advised.
- ☐ Monitor emergency workers use of dosimetry.
- ☐ Upon direction from the Secretary of Health, as disseminated through emergency management channels, inform emergency workers concerning the administering of KI.
- ☐ Ensure emergency workers are directed, when appropriate, to emergency worker monitoring/decontamination stations (location is posted in EOC).
- ☐ Review radiological staff relocation site and prepare to relocate with the EOC, if necessary.
- ☐ Monitor emergency workers use of monitoring/decontamination stations after clearing the evacuation area.
- ☐ Collect and maintain file of Dosimetry/KI Report Forms turned in by emergency workers for subsequent transfer to county.
- ☐ Coordinate with the County Radiological Officer on requirements during re-entry back into the municipal area.

#### I.6 **RE-ENTRY/RECOVERY**: (When the municipal area is considered safe for the public to return.)

##### I.6.1 **RE-ENTRY ACTIONS**:

- ☐ Return back to the municipal area with the EOC staff.
- ☐ Be prepared to assist county radiological monitoring teams to ensure the municipal area is clear.

##### I.6.2 **RECOVERY ACTIONS**:

- ☐ Provide essentially the same services during the recovery.
- ☐ Assist elected officials in obtaining damage assessment data and documentation.
- ☐ Collect dosimetry and unused KI from emergency workers.
- ☐ Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.

- ❑ Maintain radiological protection services support to the municipal EOC and municipal emergency forces until county advises or concurs in a closeout to emergency operations (log time).
- ❑ Review operational experience gained and upgrade SOP--I accordingly.

## D

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## PROCEDURES FOR A NUCLEAR POWER PLANT INCIDENT

### I.2.1 General

- a. Sugarloaf Township lies wholly within the plume exposure pathway (EPZ). The approximate population of Sugarloaf Township at risk is 3,534. Population distribution information is contained in Appendix 10 of the risk county plan.
- b. If a serious incident occurred at a nuclear power plant, radiation could be released into a river as a liquid and travel downstream or it could be released in the air as a gas or particle "plume" and be carried by the wind along a plume exposure pathway (EPZ). This EPZ consists of an area of about ten miles in radius around the Susquehanna Steam Electric Station. Potential exposure to persons within this pathway could involve:
  - 1) Whole body external exposure to gamma radiation from the plume and from deposited radioactive materials.
  - 2) Inhalation exposure from the passing radioactive plume.
  - 3) Ingestion exposure from consuming water or foods which have originated from the area of 50 miles radius around the incident site.
- c. The areas that differ from the normal emergency procedures and are peculiar to radiological hazards are as follows:
  - 1) Incident conditions/events could result in an impact on public health and safety according to their levels of escalation. Four ECLs, ranging from less to more serious, are listed below in order of their potential seriousness:
    - a) Unusual Event - Events are in progress or have occurred, that indicates a potential degradation of the level of safety of the plant or indicate a security threat to facility protection. No release of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occur.
    - b) Alert - Events are in progress or have occurred, that indicate actual or potential substantial degradation of the level of safety at the plant or a security event that involves probable life threatening risk to site personnel or damage to site equipment because of intentional malicious dedicated efforts of a hostile act. Any release of

radioactive material is expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guidelines (PAG) exposure levels.

- c) Site Area Emergency - Events are in progress or which have occurred, that involve actual or likely major failure of plant functions needed for protection of the public or security events that result in intentional damage or malicious acts; (1) toward site personnel or equipment that could lead to the likely failure of or; (2) prevents effective access to equipment needed for the protection of the public. Any releases of radioactive material are not expected to exceed EPA PAG exposure levels except near the site boundary.
  - d) General Emergency - Events are in progress or have occurred, that involve actual or imminent substantial core degradation or melting with potential loss of containment integrity or security events that result in an actual loss of physical control of the facility. Releases of radioactive material can be reasonably expected to exceed EPA PAG exposure levels offsite for more than the immediate area.
- 2) Radiological Exposure Control procedures are required in the specific areas of prevention, protective actions, monitoring, and decontamination according to the emergency classification level. The operating procedures and action requirements for each level are discussed in Attachment I-4.

### I.2.2 Procedures

- a. The operating procedures and action requirements by EOC staff officers for each of the four ECLs are the same as for other emergency hazards in the EOP, with a couple of exceptions; i.e.:
  - 1) Use of dosimetry/KI, dosage control, and reporting.
  - 2) Requirement for monitoring and decontamination.
- b. The Radiological Staff Officer will:
  - 1) Ensure that all staff members and volunteer workers are briefed/trained in use of dosimetry/KI, radiological exposure control, reporting, and decontamination procedures.
  - 2) Assure that all EOC staff members are using the response action checklists designed for nuclear power plant incidents using the four

emergency classification levels: UNUSUAL EVENT, ALERT, SITE AREA EMERGENCY, and GENERAL EMERGENCY.

- 3) Keep an updated listing of required dosimetry/KI for municipal emergency workers.
- 4) Procure, secure, and then issue dosimetry/KI to emergency workers at Site Area Emergency.
- 5) Maintain issue/receipt forms and monitor reported dosage of emergency workers.
- 6) Maintain a list and location of monitoring/decontamination stations (post in EOC).
- 7) Ensure Secretary of Health through emergency management channels has approved administering of KI prior to informing emergency workers.
- 8) Monitor emergency workers use of monitoring/decontamination stations after clearing the evacuation area.

## DOSIMETRY AND POTASSIUM IODIDE (KI)

### I.3.1 General Information

Each emergency worker assigned tasks within and around the plume exposure pathway EPZ will be equipped commensurate with one of three specific categories during the plume phase. These categories incorporate the "area concept" as approved by the Pennsylvania Emergency Management Council on July 10, 1990. The categories and guidelines below represent the minimum acceptable standard that may be augmented with appropriate justification from the county EMC. A control PRD will be provided for each storage location.

#### a. Category A

Emergency responders located within the EPZ, or those who may enter the EPZ, functioning in a mobile capacity with a potential for individual radiation exposure, such as: police, firefighters, emergency medical persons, plus state workers, farmers, and industrial workers on a selected basis. Each location that issues direct reading dosimeters (DRD) will have at least one charger \*, with a minimum of one per 100 DRD issues. (If location is very isolated, a backup charger may be appropriate.)

#### Category A Standard Issue

PRD - 1 per emergency responder

\*0-20R direct reading dosimeter - 1 per emergency responder

KI - 1 Unit (14-day supply) per emergency responder

- \* AREA EQUIPAGE - where more than 2 Category A emergency workers respond together and remain in the same area, the area concept will be used for equipage: a minimum of two 0-20R DRDs. However, each person will still be issued a PRD and a unit of KI.

#### b. Category B

Collectively grouped persons located within the EPZ who may be exposed at facilities and institutions such as: hospitals, nursing homes, prisons, and municipal and county EOCs, fires stations, police stations, and ambulance stations.

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\* Direct Reading dosimeter (DRD) could be either a Pocket Ion Chamber (PIC) or an electronic dosimeter. Only PIC's will require chargers.

Each Category B facility and institution where emergency workers will remain until after completion of the evacuation of the general public will be issued at a minimum one area kit. An area kit contains:

- |                |                              |
|----------------|------------------------------|
| 1 – PRD        | 1 – Charger                  |
| 2 – 0-20R DRDs | 1 – Dosimetry/KI Report Form |

Category B Standard Issue

PRD - 1 per staff member  
KI - 1 unit (14-day supply) per staff member

c. Category C

Emergency responders located outside the EPZ, who due to assigned taskings during a nuclear emergency, have limited potential for radiation exposure (e.g., monitoring/decontamination teams, MS-1 hospital staff). Transporters of contaminated or potentially contaminated individuals outside of EPZ are not provided dosimetry.

Category C Standard Issue

PRD - 1 per emergency responder, monitor, or hospital staff member as stated in the hospital plan.

Monitoring/Decontamination Teams

Each individual who meets/directs/monitors possibly contaminated people or vehicles will receive a Category C Standard Issue.

**I.3.2 Distribution of Dosimetry-Potassium Iodide and Related Procedures**

a. Distribution

- 1) At present the PRDs, DRDs, Dosimetry-KI Report Form, potassium iodide (chemical symbol is KI), and appropriate numbers of survey meters and DRD chargers have been predistributed by PEMA to the risk and support county emergency management agencies (EMAs) in support of response to nuclear power plant incidents. The risk county EMAs are charged with distribution or predistribution of the appropriate numbers of dosimeters, Dosimetry-KI Report Forms, dosimeter chargers, and KI to their respective risk municipalities no later than when the Alert status is declared. At Site Area Emergency the risk municipalities will distribute the equipment and KI: (a) to members of their own EOC staff, and; (b) to emergency organizations (fire companies, police departments, and ambulance services).

- 2) Specific additional allocations will be as follows:
- a) The county EOC's will keep a reserve stock of DRD's for unforeseen incidents.
  - b) If a task requires multiple shifts to accomplish, DRDs will be re-zeroed and passed from shift to shift.
  - c) Route altering persons will receive a Category A distribution of dosimetry (max 2/vehicle).
  - d) Traffic control persons in the EPZ will receive a Category A distribution of dosimetry (max 2/vehicle).
  - e) Law enforcement persons in the EPZ will receive a Category A Standard Issue.
  - f) Firefighters in the EPZ will receive a PRD and a unit of KI. Firefighters who are outside the EPZ, but may have the necessity to enter, will also receive a PRD and a unit of KI. Each fire apparatus will be equipped with Category B distribution.
  - g) Emergency medical services personnel in the EPZ will receive a PRD and a unit of KI. Emergency medical persons who are outside the EPZ but may have need to enter will also receive a PRD and a unit of KI. Each medical emergency response vehicle will be issued a Category B distribution.
  - h) A stock of Category A issues will be established for farmers and distributed by the county.
  - i) A stock of Category A issues will be established for industrial workers and distributed by county.
  - j) Selected state workers will receive a Category A Standard Issue. Determination of need will be accomplished by PEMA in consultation with appropriate state agencies. (AREA EQUIPAGE concept will be applied, as appropriate.)
  - k) Special population facilities (hospitals and nursing homes). Receive dosimetry from the county.
  - l) A Category B Standard Issue equipage for 100% of the total staff members will be allocated for each prison in the plume EPZ. Distribution is handled by state or county.

- m) For county and municipal EOCs within the EPZ, each staff member will receive the Category B Standard Issue.

b. Property Control

- 1) The county, municipality, or other agency that stores and maintains the equipment and KI is the responsible agency for assuring return of all equipment upon termination of an incident.

c. Control PRDs

- 1) Return control PRD's and appropriate forms to the county at the alert classification.
- 2) The purpose of control PRDs is to allow measurement of a baseline of *any radiation that the PRDs have been exposed to prior to distribution for the emergency. The amount of radiation exposure denoted by the control PRDs will be subtracted from the reading obtained for each emergency worker in that county. This procedure can be characterized as a "mathematical zeroing" of the PRD.*

**I.3.3 POTASSIUM IODIDE (KI)**

a. Background Information

- 1) Iodine accumulates in the thyroid gland that is located at the front base of the neck just below the larynx. Radioactive iodine will also accumulate in the thyroid gland. Taking KI will have the effect of saturating the thyroid gland with iodine so that radioiodine (radioactive iodine) will not lodge there in a large quantity.
- 2) The Pennsylvania Department of Health has developed policies relating to use of KI during nuclear power plant incidents. The department has procured KI tablets for emergency workers and for staff and patients of risk hospitals and nursing homes.

- 3) The toxicity level of KI is very low and dangers in taking this drug are considered to be minimal. Nonetheless, individuals should not take more than the recommended dose. Although side effects to KI are unlikely because of the low dose and the short time period it will be taken, some side effects are possible. The side effects may include: skin rashes, swelling of the salivary glands, and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, cold symptoms, and sometimes gastrointestinal symptoms). A few people may have an allergic reaction with more serious symptoms. These symptoms could be elevated temperature, joint pains, swelling of the face and body, and at times severe shortness of breath, which requires immediate medical attention. Individuals who know they are allergic to iodine should not take KI and should consult a physician regarding their ability to be an emergency worker.
- 4) The effectiveness of KI as a blocking agent is greatest if administered shortly before the time of exposure to radioiodine, but some exposure saving can be obtained by administration shortly after exposure.
- 5) Emergency workers who may experience a severe reaction to KI, as determined by their private physicians, should be evacuated from the plume exposure pathway EPZ before or immediately upon issuance of the advisory to take KI.

b. Pennsylvania Department of Health Policies on KI

- 1) KI in tablet/capsule form is available to emergency workers (emergency management agencies, police forces, fire companies, ambulance services, prison guards and inmates, farmers keeping livestock and selected industrial workers) and to hospitals and nursing homes located within the EPZ. County EMAs will specify in their plans those facilities, municipalities, agencies, and teams that receive KI for use by emergency workers.
- 2) KI should be taken only on the direction of the Commonwealth of PA. The Secretary's advice will be disseminated to emergency workers through emergency management channels. Upon taking KI, the emergency worker will record this information on the Dosimetry-KI Report Form. No one is required to take KI.
- 3) Upon declaration of the General Emergency, all members of the public, and all Emergency Workers will be directed by the Commonwealth of PA to take KI/ (KI is made available to the general public by the PA Dept. of Health)



## **RADIOLOGICAL EXPOSURE CONTROL PROCEDURES**

### **I.4.1 Dose Limits for Emergency Workers**

- a. The dose limits for emergency workers are for radiation doses received during the emergency phase. They are considered to be once-in-a-lifetime doses, and are separate and distinct from occupational exposures received under subsequent non-emergency conditions.
- b. Emergency workers and supervisors are cautioned that dose limits should not be construed as “license” to incur radiation exposure unnecessarily. Emergency workers and supervisors should attempt to keep exposure As Low As Reasonably Achievable (ALARA). This concept means that exposure to radiation should be kept to a minimum for all persons and that any one individual should not receive a total dose far in excess of other emergency workers if circumstances permit substitution of personnel, termination of the assignment, or other protective action. ALARA applies to the decision chain for emergency worker exposure in subparagraph f below.
- c. BRP reports projected radiation doses that a person will receive if they remain in a specific area. PEMA reports this information to the appropriate county for further relay to municipalities. This information is to be used in the management of emergency worker doses.
- d. Whole Body Dose Limits
  - 1) Whole body dose limits specified by the Environmental Protection Agency (EPA-400) and BRP are expressed as Total Effective Dose Equivalent (TEDE). TEDE whole body dose includes external exposure from the plume, external exposure from ground deposition, and internal exposure from inhalation.
  - 2) The emergency worker dose limit for whole body exposure is 5 Rem TEDE.
  - 3) Some situations may justify exceeding the 5 Rem TEDE whole body dose limit for emergency workers. These include protection of valuable property such as livestock, protection of large populations, or lifesaving missions. Until evacuation of the general public is complete, the emergency worker whole body dose limits will be based solely on external gamma radiation exposure, as measured by direct-reading dosimeter, without regard to additional dose that may be received from inhalation.

- a) The emergency worker dose limit for protection of valuable property, valuable functions or care of special groups is 10 Rem TEDE.
  - b) The emergency worker dose limit for lifesaving or protection of large populations is 25 Rem TEDE.
  - c) For extraordinary circumstances, situations may occur in which a dose in excess of 25 Rem for emergency exposure would be unavoidable in order to carry out a lifesaving operation or to avoid extensive exposure of large populations. It is not possible to prejudge the risk that one should be allowed to take to save the lives of others. Reference EPA 400 (May 1992), page 2-11. The emergency worker shall be a volunteer with full awareness of the risks of acute and late effects of the dose.
- 4) In situations where the internal exposure from inhalation is significant, emergency workers entering the plume after evacuation are completed are assigned a predetermined administrative whole body dose limit, from external gamma only, that is lower than the maximum TEDE dose for the emergency worker activity to be performed. BRP will calculate the appropriate DRD reading corresponding to the emergency worker dose limits, using a correction factor for the specific radionuclide mix in the plume. The licensee will provide the correction factor to BRP as soon as it is available, but not later than the completion of the evacuation. The predetermined administrative dose limits account for dose already received and the calculated ratio of external dose to TEDE. PEMA will disseminate this information to county and municipal emergency workers in affected areas.
- e. Thyroid Gland Dose Limits
- 1) The dose limit for thyroid exposure specified by the Environmental Protection Agency (EPA 400) and by BRP is 25 Rem Committed Dose Equivalent (CDE). CDE is the total thyroid exposure from inhalation of radioactive iodine.
  - 2) There is no specific upper limit for thyroid exposure in a lifesaving mission. An upper limit is not given for thyroid exposure since complete thyroid loss might be acceptable during lifesaving activities.

f. Decision Chain for Emergency Worker Exposure

- 1) 1-5 Rem TEDE Exposure - It is through State authorization that volunteer emergency workers may be exposed to up to 5 Rem TEDE (whole body) in performance of their duties. The municipal emergency management coordinator, however, must ascertain the following conditions:
  - a) The activity, mission, or task is essential to providing for public safety.
  - b) The immediate supervisors of emergency workers (fire chiefs, police chiefs, etc.) are managing radiation exposure so that it is kept to a minimum for all persons, and that any one worker should not receive a total dose far in excess of their other emergency workers within the municipality.

**SPECIAL NOTE:** If approval is received by the county to exceed 5R, individuals using a Pocket Ion Chamber as a DRD, must record the 5R and re-zero the DRD.

- 2) 5+ to 25 Rem TEDE Exposure - The County Emergency Management Coordinator, upon the advice of the County Radiological Officer, may authorize municipalities or other responsible organizations such as fire companies, etc., each independently, to exceed the 5 Rem TEDE dose limit up to 25 Rem TEDE. The following conditions, however, must be ascertained by the County EMC.
  - a) Upon a request from a municipality for an individual to exceed the 5 Rem TEDE limit, ascertain that the activity, mission, or task is essential to providing for public safety.
  - b) The municipality is managing radiation exposure so that it is kept to a minimum for all persons and that any one worker should not receive a total dose far in excess of other emergency workers within the municipality.
  - c) Another municipal emergency worker force, that could still maintain their emergency worker exposure below 5 Rem TEDE, cannot be deployed in a timely manner in order to assume the mission.

- 3) Greater than 25 Rem TEDE Exposure - It is anticipated that exceeding the 25 Rem TEDE limit in order to conduct a lifesaving mission will be an extremely rare event. Lifesaving response is of such urgency that it is not practical to go through an elaborate decision making process. The decision will have to be made on the scene by the senior supervisor (Police Chief, Fire Chief, etc.) in charge of, or closest to, the situation. If no supervisory personnel are available on the scene, an individual may have to make the decision. The person making the decision will consider the following conditions:
- a) The mission must be lifesaving, i.e., failure to act will result in loss of human life.
  - b) Alternative solutions have been exhausted, i.e., if the time is available, another emergency worker(s), that could still maintain their emergency worker exposure below 25 Rem, cannot be deployed in a timely manner in order to assume the lifesaving mission.
  - c) The lifesaving mission must be accomplished by a volunteer(s).
  - d) The volunteer should be a healthy adult. Volunteers must be advised of the possible long-term effect on reproductive capability, and the potential for genetic damage in their future children.
  - e) Women of reproductive capacity must be fully advised of the increased potential for genetic damage and fetal exposure.
  - f) The volunteer(s) selected should be persons whose normal duties might involve such missions, e.g., police, fire, and rescue personnel.
  - g) The volunteer(s) selected must have received the lowest total dose in comparison to other volunteers for the mission.
  - h) The mission must be accomplished in the least amount of "stay time."
  - i) The volunteer(s) must be knowledgeable of and accept the increased risk of exceeding the 25 Rem PAG.

**NOTE:** It is intended that emergency workers be informed on the above conditions during training prior to the incident. There may not be time to repeat those instructions during an actual incident.

g. Information to be Provided Emergency Workers

1) Standard Operating Procedures (SOPs) developed for emergency worker missions should provide the following:

a) Prior to departure on a mission, each emergency worker will:

- (1) Be provided with an update on the status of the incident;
- (2) Be provided with Potassium Iodide (KI) in accordance with the policy established by the Secretary of Health; and
- (3) Be informed of emergency worker PAG levels of radiation exposure, procedures and frequency for reading dosimeters, where to report after the mission is completed, and what may be required if decontamination of the worker or equipment is necessary.

b) During the conduct of the mission:

How each emergency worker or team will be provided updates on the accident status and any special protective actions.

c) At the conclusion of the mission:

- (1) The monitoring of each emergency worker to include farmers and industrial workers who reenter the EPZ, equipment, and vehicles used, and what will be required if decontamination is necessary;
- (2) Determination if each emergency worker has exceeded his or her allowable exposure, and whether or not each has any remaining "stay time" in controlled areas; and,
- (3) Determination if each emergency worker will be referred to a medical facility for radiation exposure treatment.

h. Upon completion of emergency tasks, each emergency worker is to report to a monitoring/decontamination station for monitoring and decontamination (if necessary). Emergency workers will be informed by the county of the location of their applicable monitoring/decontamination station. Specifics relevant to monitoring and decontamination are contained in Appendix 13 in Annex E of the County Plan.

- I.4.3 The Pennsylvania Emergency Management Agency will issue protective action recommendations through emergency management channels, when necessary. These may include recommendations for:

Sheltering, or  
Evacuation

The protective actions outlined below are intended to provide the necessary radiological exposure control for the general public.

- a. The Governor, or his constitutionally designated successor, has the sole authority and responsibility for directing and compelling an Evacuation. The Governor or the highest ranking elected county or municipal official in authority may recommend an evacuation or sheltering for their respective jurisdictions.
  - 1) In-Place Sheltering: Action by the public to take advantage of protection against violent winds and/or radiation exposure afforded by remaining indoors, away from closed doors and windows, in basements, or in reinforced protective shelters during the danger period. Air conditioners should be turned off.
  - 2) Evacuation: By area, i.e., entire population located within ten miles of SSES Nuclear Power Plant.
- b. Evacuation may involve evacuation of the total population from the entire municipal area to safe areas as follows:
  - 1) Evacuation routes through municipal streets and roads are shown on maps at SOP--D or SOP--G.
  - 2) Evacuation routes from the municipality to the Reception Center are:

Take local routes to State Route 93,  
South on State Route 93 to Interstate 81,  
South on Interstate 81 to Exit 138 to Route 309,  
South on Route 309 to Fairview Street,  
West on Marian High School Road,  
Then South to Marian High School, Barnesville.

.
  - 3) For evacuation time estimates see Appendix 10 of the Risk County Plan.

- c. Reception Centers have been designated by the county. Persons evacuating the municipality who need a place to stay should follow the evacuation route listed above to the Reception Center located at Marian High School in Barnesville, Pa. From this point, evacuees will be directed to a mass care center where emergency lodging and food will be provided.
  - d. Monitoring/decontamination teams will be located at all mass care centers to monitor evacuees. A list of mass care centers is provided in Appendix 13 to the county RERP.
- I.4.4 The County Emergency Management Coordinator coordinates evacuation of schools located in the municipality. The following applies:
- a. When both the schools attended and the pupils' homes are located within the plume exposure pathway EPZ, students must be evacuated from the schools they attend to host schools where they will be retained under school officials' custody until they are picked up by their parents or guardians.
  - b. When the schools attended are outside the plume exposure pathway EPZ and the pupils' homes are inside it, students will be retained in the schools they attend under school officials' custody until they are picked up by their parents or they may be evacuated to host schools as predetermined in the plans developed by responsible school district superintendents.
  - c. During an incident school districts will not authorize early dismissal if the school children's homes are within the EPZ without coordination with the respective County Emergency Management Agency and concurrence by PEMA. They will not be sent home at any time when an evacuation is imminent or in progress.
  - d. See SOP--G, Attachment G-4 for a listing of designated host schools.

**Sugarloaf Township Emergency Management Agency**

C A		D	C D	C CDV	D D	A	I
T	C - 5 TCPs	10			10		10
	A - 4 Vehicles	8			8		8
M	- 1 Ambulance *	3			2		3
	D - 5 Pieces of Equipment; 30 Personnel	30			10		30
	D - 2 Cars; 3 Officers	3			2		3
	-						
I							
	C A T	54			32	54	

C		D	C D	C CDV	D D	A	I
EOC - 20 Staff *		12	1	1		1	12
	Staff; ___ Max. Patient Capacity						
N	C 11 Staff; 22 Max. Resident(s)	11				1	28
	- ___ Staff; ___ Inmates						
O	M I I						
	SRD RESERVE -				4		
	* Eight staff equipped in route alerting.						
	C A T	54	0	0	32	0	54
	C T	23	1	1	4	2	40
	G AND TOTA	77	1	1	36	2	94



## DOSIMETRY – K1 REPORT FORM

PEMA-BOP-REP-3 (DRAFT 5/2008)

## DOSIMETRY - KI REPORT FORM

Emergency Worker's Name or Name of Facility where Area Kit is located		(Please Print Legibly)		Mailing Address or Area Kit Location	
Social Security Number				Emergency Worker's Organization	
Emergency Worker's Signature					

MISSION		0-20R Direct Reading Dosimeter				0-200R Direct Reading Dosimeter			
# / Description	Date	Serial No.	BEFORE	AFTER	Mission Total	Serial No.	BEFORE	AFTER	Mission Total
				R	R			R	R
				R	R			R	R
				R	R			R	R
				R	R			R	R
				R	R			R	R
				R	R			R	R
				R	R			R	R
				Total	R			Total	R

Serial No. of PRD:			PRD (Permanent Record Dosimeter)		
Issued	Date/Time	Person/Organization	Issued	Date/Time	Person/Organization
Turned In	By:	To:	Turned In	By:	To:
LABORATORY READING OF PRD					
m/Rem					
Date of Reading					

DOSIMETRY INSTRUCTIONS: Read the 0-20R and/or 0-200R direct-reading dosimeter each half hour. Do not exceed 5R cumulative total without authorization. The PRD gives an accurate reading of the total dose and therefore should be used by only one person. Forward the PRD with this form (see distribution below). Upon completion of the mission, or as directed, each emergency worker must report to a monitoring station or a mass care monitoring center to be monitored for radiological contamination and, if necessary, be decontaminated. Monitoring personnel at these locations will complete a "Monitoring/Decontamination Report Form" for you that will be turned in with this form to the Bureau of Radiation Protection (BRP).

DOSIMETRY-K1 REPORT FORM DISTRIBUTION: Complete this form and forward the original copy with the PRD through emergency management channels to BRP. If the direct-reading dosimetry indicates total exposure to 5R or more, expedite delivery to BRP. BRP will forward to the individual and to the county EMA the PRD reading as well as an explanation of the reading. When expedited delivery is made to BRP and where otherwise warranted, BRP will report the PRD reading within 24 hours. Routine reporting may take a week or more. Copy 2 is retained by the County Emergency Management Agency. Copy 3 is retained by the individual.

K1 INSTRUCTIONS: Take K1 only on the direction of the Secretary of the Department of Health. Take one tablet (130 mg.) or 2 tablets (65 mg.) once a day. If you have any adverse reaction to the drug, discontinue taking K1 and report to your supervisor.

## COPY 2 (EMA)

Day	Date	Time	Amount Taken
Day 1			Tablet(s)/ mg
Day 2			Tablet(s)/ mg
Day 3			Tablet(s)/ mg
Day 4			Tablet(s)/ mg
Day 5			Tablet(s)/ mg
Day 6			Tablet(s)/ mg
Day 7			Tablet(s)/ mg
Day 8			Tablet(s)/ mg
Day 9			Tablet(s)/ mg
Day 10			Tablet(s)/ mg
Day 11			Tablet(s)/ mg
Day 12			Tablet(s)/ mg
Day 13			Tablet(s)/ mg
Day 14			Tablet(s)/ mg

**Acknowledgment of Receipt by Emergency Workers for Dosimetry**

**ACKNOWLEDGMENT OF RECEIPT BY EMERGENCY WORKERS FOR  
DOSIMETRY-KI AND SURVEY METERS (Individual Issue)**

<b>Instructions for Use:</b> Record the serial number of the dosimeter being issued in columns 1, 2 and 5. Enter (1) or (0) in columns 3 and 6. By signing column 8, the individual accepts responsibility for each item indicated on the respective line and agrees to return these items (less the KI authorized to be used) upon request and automatically when the nuclear power plant incident is terminated.							
NAME OF EMERGENCY ORGANIZATION:							
ORGANIZATIONAL ADDRESS:							
DATE:							
RESPONSIBLE INDIVIDUAL:							
INSTRUCTIONS FOR THE RETURN OF ITEMS DESCRIBED: (✓) by the organization's responsible individual indicates return of each item.							
1	2	3	4	5	6	7	8
PRD (Permanent Record Dosimeter)	MODEL AND SERIAL NO. OF LOW SCALE DIRECT READING DOSIMETER (0-20R)	KI (Potassium Iodide) Bottles of 14 Tablets	DOSIMETRY KI REPORT FORM	MODEL AND SERIAL NO. OF DIRECT READING DOSIMETER (0-200R)	MODEL AND SERIAL NO. OF SURVEY METER	INDIVIDUAL'S NAME (Print Legibly)	INDIVIDUAL'S SIGNATURE
✓	✓	✓	✓	✓	✓		
			1 EACH				
			1 EACH				
			1 EACH				
			1 EACH				
			1 EACH				
			1 EACH				
			1 EACH				
			1 EACH				
			1 EACH				
			1 EACH				

PEMA-BOP-REP-6 (DRAFT 5/2008)

## Use Of Potassium Iodide

Patient Package Insert For

### THYRO-BLOCK® TABLETS

(POTASSIUM IODIDE TABLETS, USP)

(pronounced poe-TASS-e-um EYE-oh-dyed)  
(abbreviated: KI)

TAKE POTASSIUM IODIDE ONLY WHEN PUBLIC HEALTH OFFICIALS TELL YOU. IN A RADIATION EMERGENCY, RADIOACTIVE IODINE COULD BE RELEASED INTO THE AIR. POTASSIUM IODIDE (A FORM OF IODINE) CAN HELP PROTECT YOU.

IF YOU ARE TOLD TO TAKE THIS MEDICINE, TAKE IT ONE TIME EVERY 24 HOURS. DO NOT TAKE IT MORE OFTEN. MORE WILL NOT HELP YOU AND MAY INCREASE THE RISK OF SIDE EFFECTS. **DO NOT TAKE THIS DRUG IF YOU KNOW YOU ARE ALLERGIC TO IODIDE.** (SEE SIDE EFFECTS BELOW.)

#### INDICATIONS

THYROID BLOCKING IN A RADIATION EMERGENCY ONLY.

#### DIRECTIONS FOR USE

Use only as directed by State or local public health authorities in the event of a radiation emergency.

#### DOSE

Tablets:

ADULTS AND CHILDREN 1 YEAR OF AGE OR OLDER: One (1) tablet once a day. Crush for small children.  
BABIES UNDER 1 YEAR OF AGE: One-half (1/2) tablet once a day. Crush first.

Take for 10 days unless directed otherwise by State or local public health authorities.

Store at controlled room temperature between 15° and 30°C (59° to 86°F). Keep container tightly closed and protect from light.

#### WARNING

*Potassium iodide should not be used by people allergic to iodide.* Keep out of the reach of children. In case of overdose or allergic reaction, contact a physician or the public health authority.

#### DESCRIPTION

Each THYRO-BLOCK® TABLET contains 130 mg of potassium iodide. Other ingredients: magnesium stearate, microcrystalline cellulose, silica gel, sodium thiosulfate.

#### HOW POTASSIUM IODIDE WORKS

Certain forms of iodine help your thyroid gland work right. Most people get the iodine they need from foods, like iodized salt or fish. The thyroid can "store" or hold only a certain amount of iodine.

In a radiation emergency, radioactive iodine may be released in the air. This material may be breathed or swallowed. It may enter the thyroid gland and damage it. The damage would probably not show itself for years. Children are most likely to have thyroid damage.

If you take potassium iodide, it will fill up your thyroid gland. This reduces the chance that harmful radioactive iodine will enter the thyroid gland.

#### WHO SHOULD NOT TAKE POTASSIUM IODIDE

The only people who should not take potassium iodide are people who know they are allergic to iodide. You may take potassium iodide even if you are taking medicines for a thyroid problem (for example, a thyroid hormone or antithyroid drug). Pregnant and nursing women and babies and children may also take this drug.

#### HOW AND WHEN TO TAKE POTASSIUM IODIDE

Potassium Iodide should be taken as soon as possible after public health officials tell you. You should take one dose every 24 hours. More will not help you because the thyroid can "hold" only limited amounts of iodine. Larger doses will increase the risk of side effects. You will probably be told not to take the drug for more than 10 days.

#### SIDE EFFECTS

Usually, side effects of potassium iodide happen when people take higher doses for a long time. You should be careful not to take more than the recommended dose or take it for longer than you are told. Side effects are unlikely because of the low dose and the short time you will be taking the drug.

Possible side effects include skin rashes, swelling of the salivary glands, and "iodism" (metallic taste, burning mouth and throat, sore teeth and gums, symptoms of a head cold, and sometimes stomach upset and diarrhea).

A few people have an allergic reaction with more serious symptoms. These could be fever and joint pains, or swelling of parts of the face and body and at times severe shortness of breath requiring immediate medical attention.

Taking iodide may rarely cause overactivity of the thyroid gland, underactivity of the thyroid gland, or enlargement of the thyroid gland (goiter).

#### WHAT TO DO IF SIDE EFFECTS OCCUR

If the side effects are severe or if you have an allergic reaction, stop taking potassium iodide. Then, if possible, call a doctor or public health authority for instructions.

#### HOW SUPPLIED

THYRO-BLOCK® TABLETS (Potassium Iodide Tablets, USP) bottles of 14 tablets (NDC 0037-0472-20). Each white, round, scored tablet contains 130 mg potassium iodide.

WALLACE LABORATORIES  
Division of  
CARTER-WALLACE, INC.  
Cranbury, New Jersey 08512

IN-0472-01

Rev 2/85

## **INGESTION EXPOSURE PATHWAY EMERGENCY PLANNING ZONE**

### **I.9.1 PURPOSE**

Sugarloaf Township is not assigned a mission or tasks to be performed in regards to ingestion exposure pathway operations. Municipal officials, however, should be kept informed on the situation and response actions being take by federal, state, and county agencies.

### **I.9.2 SITUATION**

#### **a. Counties within 50-Mile EPZs**

There are 49 counties within Pennsylvania that lie wholly or partially inside the 50-mile radius of one or more nuclear power plants.

#### **b. Sugarloaf Township**

Sugarloaf Township lies wholly within the 50-mile radius of PPL Susquehanna, LLC Plant.

#### **c. Ingestion**

In the event of a radioactive release from the above mentioned nuclear power plant, the deposition of radiocontaminants on crops, other vegetation, bodies of surface water, and ground surfaces could occur and result in the ingestion of contaminated food products, milk, and water.

### **I.9.3 CONCEPT OF OPERATIONS**

#### **a. General**

- 1) Emergency response operations within the ingestion exposure pathway EPZ involves the identification of areas in which food and/or water may have become contaminated. Once contaminated areas are identified, protective actions will be taken to minimize further contamination in those areas and to place restrictions, appropriate for protecting the public health, upon the use of contaminated food or water.
- 2) Emergency response operations will be coordinated through the State EOC by the Pennsylvania Department of Agriculture and the State Emergency Board, supported by personnel from the USDA component of the Federal Radiological Monitoring and Assessment Center (FRMAC). The operative arm in response and recovery to the ingestion exposure problem will be the USDA Services located in the county. These services--Agricultural Stabilization and Conservation Service (ASCS), Cooperative Extension Service (CES), Farmers Home



Administration (FmHA), and the Soil Conservation Service (SCS)--are located in each county and comprise the County Food and Agricultural Council (FAC), which is also referred to as the County Emergency Board. In this document, the term County Emergency Board will be used to denote these services in their routine and emergency work to assist the agricultural community within the county.

**b. Protective Actions**

- 1) Protective actions, as announced by PEMA, may require modifications of food production, processing, and distribution cycle pathways in affected areas both within and outside of the ingestion pathway exposure pathway EPZ.
- 2) Protective actions will be based upon known releases to the environment, radiological measurements, laboratory analyses, and/or integrated dose projections.
- 3) Protective actions will not be taken without verification by PEMA in coordination with BRP and other appropriate State and Federal agencies involved, of the measured levels for both preventive or emergency protective actions and a consideration of the health, economic, and social impacts of such actions.

**c. Notification**

The public in both the plume and ingestion exposure EPZs will be notified about initial preventive and emergency protective actions through a system of EAS messages, public service announcements on local radio and television stations, NOAA Weather Radio, and the print media.

**d. Target Audiences**

- 1) Target audiences for public information concerning contamination through ingestion exposure will be the general public, farmers, processors and distributors in the food production process, and water suppliers.
- 2) Farm animals should be protected within the entire ingestion exposure pathway EPZ by sheltering with priority given to dairy animals. They should be fed from stored feed and water to prevent ingestion of radiation contaminated feed and water. Once placed on stored feed and water, animals should not be returned to graze until directed by the County Food and Agriculture Council/County Emergency Board.

## **PUBLIC INFORMATION OFFICER**

### **STANDARD OPERATING PROCEDURES (SOP)**

#### **NUCLEAR POWER PLANT INCIDENT RESPONSE ACTIONS**

##### **J.1 REQUIRED MATERIALS AND INFORMATION**

The Public Information Officer should have the following materials and information on hand:

- a. Copy of Municipal Emergency Operations Plan (EOP).
- b. Copy of the EOC/Staff Officer's SOPs.
- c. Notification and Resource Manual.
- d. Copy of Event-Action Log (Attachment J-1).
- e. Copy of Public Information procedures (Attachment J-2).

##### **J.2 UNUSUAL EVENT**

No action required.

##### **J.3 ALERT**

- ☐ Upon notification of an Alert, notify the Deputy Public Information Officer and place him/her on standby.
- ☐ Report to the Emergency Operations Center (EOC).
- ☐ Open official Event-Action Log (Attachment J-1).
- ☐ Review EOC SOP--A and Public Information Responsibilities and Functions in the basic EOP.
- ☐ Develop shift schedule for possible 24-hour operations.
- ☐ Review "unmet" needs of public information.
- ☐ Establish contact with the County Public Information Officer.
- ☐ Set up radio to monitor Emergency Alert System (EAS) or utilize the radio in the EOC.
- ☐ Coordinate with all EOC staff officers for the latest information on the status of their operations.
- ☐ Keep Emergency Management Coordinator and the chief elected official informed.
- ☐ Prepare for a higher emergency classification.

**J.4 SITE AREA EMERGENCY**

- ☐ Review checklist items under ALERT and ensure actions are underway or complete.
- ☐ Ensure that radiological information and equipment has been disseminated to Public Information personnel and volunteer workers from the Radiological Protection Officer.
- ☐ Prepare to direct public information emergency workers to monitoring/decontamination stations (location posted in EOC).
- ☐ Be prepared to receive news media. If news media are not escorted or directed to the Township by the County EMA, notify the county Public Information Officer.
- ☐ Monitor media coverage of the emergency.
- ☐ Establish a central media reporting point within the municipality and an area for the chief elected official to meet with newsmen.
- ☐ Coordinate any public release of information with the County Public Information Officer prior to release.
- ☐ Keep the EMC informed of Public Information status.
- ☐ Prepare for escalation to a higher emergency classification. If protective actions are ordered see SOP--A.

**J.5 GENERAL EMERGENCY**

- ☐ Review checklist items under ALERT and SITE AREA EMERGENCY and ensure actions are underway or complete.
- ☐ Check EAS on the radio/TV to ensure emergency messages are being broadcast.
- ☐ Review Public Information relocation site and prepare to relocate with the EOC, if necessary.

**J.6 RE-ENTRY/RECOVERY: (When the municipal area is considered safe for the public to return.)**

**J.6.1 RE-ENTRY ACTIONS:**

- ☐ Relocate back to the municipal area with the EOC.
- ☐ Reestablish communication with the county EOC and provide information to local media from the Board of Supervisors on the status of the municipality and assistance available to the public.

J.6.2 RECOVERY ACTIONS:

- ☐ Assist the elected officials in discussions with news media on the status of the municipality.
- ☐ Assist elected officials in obtaining damage assessment data and documentation.
- ☐ Ensure all operational activity and event-action logs plus records of transactions regarding the evacuation and re-entry are retained for future reference.
- ☐ Maintain public information support to the municipal EOC and elected officials until county advises or concurs in a closeout to emergency operations (log time).
- ☐ Review operational experience gained and upgrade SOP--J accordingly.



**D**

**D**

J, Page 4 of 9

## **PUBLIC INFORMATION\***

- J.2.1 The release of emergency information and instructions to the news media and the public in the event of a major emergency or disaster is the responsibility of the County Emergency Management Agency (EMA). Public information updates from the county will be received in accordance with the County EOP.
- J.2.2 The municipal public information officer will assist the elected officials in keeping the County EMA informed of the status of activities and associated detailed information requested. The President of the Township is normally the official spokesperson and the public information officer acts as his liaison.
- J.2.3 The County Emergency Operations Plan (EOP) provides details on the procedures for notification and actions to be taken by persons living, working, or traveling in the risk municipalities. The major activities are:
- a. Pre-Emergency Public Information - Instructs the public how to prepare and respond to an emergency through use of telephone book emergency information, individual home brochures by mail, and public bulletin board notices.
  - b. Public Notice over the Emergency Alert System (EAS) - Prepared statement over designated local radio and TV stations giving public notification and instructions. See County EOP for examples of EAS announcements. (Sample announcements are shown at Attachment J-3, J-4, J-5, and J-6.)
  - c. Public Inquiry - Telephones manned by the county Public Information staff as a primary means for responding to questions from the general public in a major emergency or disaster. The Public Inquiry telephone number for Luzerne County EMA is 1-800-821-3716.

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\* This municipality's Public Information Officer responsibilities are performed by the elected officials.

**SAMPLE RADIO / TV MESSAGE \***  
**ROADS CLOSED**

This is an emergency notification from the \_\_\_\_\_ County EMA. The recent storm has caused severe flooding in many areas of the county.

As of \_\_\_\_\_ am/pm today, the following roads/streets have been closed by law enforcement officials:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please avoid these roads/streets. If you must travel, use alternate routes.

Again, those roads/streets which have been closed are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please stay tuned to this station for additional road closure information.

---

\* Message will be transmitted to municipalities by the local radio and TV stations. Activation of EAS for broadcasting messages is under county control.

**SAMPLE  
GENERAL EVACUATION EAS ANNOUNCEMENT**

This (is)(is not) an exercise. The following message has been released by the \_\_\_\_\_ County Emergency Management Agency.

The governor has announced that an emergency exists at the \_\_\_\_\_ nuclear power plant and (recommends) (orders) the evacuation of all persons within ten miles of the plant.

If you live within the ten-mile area, consult the \_\_\_\_\_ county emergency information in the telephone directory for detailed evacuation instructions.

If you need a place to stay, you will be assigned to a mass care center after reporting to the reception center for your municipality.

If you require transportation assistance, refer to the telephone number designated in your telephone directory emergency pages. If you are unable to make contact, call your local police or fire department.

Stay tuned to this station for official bulletins and special instructions issued by the \_\_\_\_\_ County Emergency Management Agency. This (is)(is not) an exercise.

(The message should subsequently be repeated as requested by the \_\_\_\_\_ County Emergency Management Agency.)

## **TAKE SHELTER EAS ANNOUNCEMENT**

This (is)(is not) an exercise. The following message has been released by the \_\_\_\_\_ County Emergency Management Agency.

The governor has announced that an incident with potential emergency consequences presently exists at the \_\_\_\_\_ nuclear power plant. The governor recommends that persons living or working in a ten-mile area around the plant remain indoors or take shelter in any available building.

Consult your telephone directory emergency pages to determine if you are in the ten-mile area and for instructions for sheltering.

Stay tuned to this station for official bulletins and special instructions issued by the \_\_\_\_\_ County Emergency Management Agency. This (is)(is not) an exercise.

(The message should be subsequently repeated as requested by the \_\_\_\_\_ County Emergency Management Agency.)

## SAMPLE RETURN MEDIA ADVISORY

*(This announcement is intended for use by support and risk county news media.)*

This (is)(is not) an exercise. The following announcement has been released by the \_\_\_\_\_ County Emergency Management Agency and affects residents who evacuated the area around the \_\_\_\_\_ nuclear power plant.

The governor has announced that residents of the following municipalities may begin the orderly return to their homes:

1. \_\_\_\_\_ Township      2. \_\_\_\_\_ Borough

Procedures for reentry to the evacuated area have been planned to ensure the safety of all returning evacuees. Persons in mass care centers will be notified of their scheduled return. They should wait for notification before proceeding.

It is requested that each family cooperate with the municipalities which have been your hosts during this emergency by helping to restore evacuation facilities to their original condition and by assisting with general area cleanup before leaving.

Until further notice, residents of the following municipalities should not return home at this time:

1. \_\_\_\_\_ Township      2. \_\_\_\_\_ Borough

The preceding has been an announcement by the \_\_\_\_\_ County Emergency Management Agency. This (is)(is not) an exercise.

## **XI. SUGARLOAF TOWNSHIP EMERGENCY MANAGEMENT AGENCY**

### **NOTIFICATION AND RESOURCE MANUAL**

## **NOTIFICATION AND RESOURCE MANUAL**

### **I. GENERAL**

When a disaster threatens or strikes, the municipality must gather its resources to effectively respond to the disaster's effects as soon as possible. Therefore, the municipal Emergency Management Coordinator (EMC) should have a systematic cataloging to assist in rapidly locating and obtaining the required resources to permit an efficient response to the disaster.

The EMC should consider the availability of resources in the public and private sectors and the types of assistance or resources available. Coordination with the private sector to obtain these resources is vital in the mitigation or pre-emergency period. A primary concern and an important factor is the willing cooperation by private sector to furnish resources and assist the local municipality. This cooperative effort or feeling must be obtained prior to recruiting any specific resource.

### **II. GUIDELINES**

- A. This Notification and Resource Manual is to be utilized as an information source in direct support of the municipal Emergency Operations Plan (EOP) and the EOC staff officer's SOPs.
- B. The Notification and Resource Manual (listing) is a detailed categorized or systematic collection of notification lists (names and addresses), special skills, equipment, and facilities within the municipality. This manual or listing should be as specific as possible.
- C. This Notification and Resource Manual includes the names, addresses, and phone numbers of the contact people who must be notified in the event of a potential or actual emergency/disaster. It also contains a listing of persons to contact to obtain the specified equipment/resources to support the Emergency Operations Plan (EOP) and a listing of additional resources available (location and contact person) if needed instantly due to unforeseen requirements.
- D. When a situation develops or threatens and the municipality must respond, the EMC will initially brief the elected officials and recommend activation and mobilization of municipal resources. After the initial briefing and concurrence by the elected officials, the municipal EMC will allocate resources and maintain a current consolidated listing (in the Notification and Resource Manual) of all required resources to support the EOP.
- E. Each primary staff officer will keep his/her notification and resource list up-to-date and provide changes to the EMC as they occur. The EMC will update the Notification and Resource Manual annually. Telephone numbers will be updated quarterly.



- F. The Public Works/Resource Officer will assist the EMC by maintaining a list of locally available resources which are anticipated to be in demand in the event of a major emergency or disaster. He/She will procure, store, and issue supplies and equipment for emergency use.
- G. "Unmet" needs will be forwarded to the County EMA. The Public Works/Resource Officer will establish and operate a central resources receiving point for resources received from outside the municipality.
- H. Local resources will be exhausted before requesting assistance from the County. Request format is shown in the Notification and Resource Manual.
- I. The Public Works/Resource Officer will maintain records of all receipts and issues.
- J. Pre-approved support agreements can be implemented on approval of the EMC acting for elected officials.
- K. Commitment for other local resources must have elected officials' approval.
- L. To request municipal resource assistance:
  - 1. Request what resource is needed.
  - 2. Request quantity of resource required.
  - 3. Give reason for needed assistance.
  - 4. Give location resource is needed.
  - 5. Submit request to the EMC for approval and action.

### **III. NOTIFICATION AND RESOURCE LISTINGS**

- A. A listing by general category is included in the Table of Contents.
- B. These listings and formats are not intended to be all inclusive, but are representative of those items considered appropriate for a resource manual. Formats can be modified to meet local requirements.

## **EMERGENCY NOTIFICATION LIST \***

- A. The municipal emergency management coordinator (EMC) will receive notification of a limited or full major emergency/disaster through the county emergency management agency. Upon receipt of the notification, whether initial or an escalation, the EMC will notify the first available member of the Township Board of Supervisors listed below. The first elected official contacted by the EMC is responsible for completing the notification phone calls to the remaining elected officials.

- |    |                     |   |
|----|---------------------|---|
| 1. | Board President     | Robert M. Stanziola<br>RR 2, Box 924<br>Sugarloaf, PA 18249<br>Home Phone: 788-2636<br>Business Phone: 455-6301 |
| 2. | Other Board Members | Earl Miller<br>RR<br>Drums, PA 18222<br>Home Phone: 788-1263<br>Business Phone: 788-3575<br><br>Joyce Stevens   |

Emergency Operations Center----- (570) 788-2249

### Emergency Operations Center Staff\*\*

The EMC, following notification of elected officials, will contact his deputy coordinator and key staff listed below. Each staff officer of the respective sections is responsible for notifying his/her deputy and staff. If the staff officer is not able to be contacted, the EMC will contact the deputy who will assume the officers responsibilities. The communications officer will assist the EOC with notification.

- |    |                         |   |
|----|-------------------------|---|
| 3. | Coordinator             | Tom Mundie, Jr.<br>P.O. Box 104<br>Sybertsville, PA 18251<br>Home Phone: 788-3815<br>Business Phone: 800-822-2093 |
| 4. | Police Services Officer | John Hudson<br>Conyngham, PA 18219<br>Home Phone: Unlisted  |

- |    |                        |  |
|----|------------------------|--|
| 5. | Fire/Rescue Officer    | Alan Houseknecht<br>PO Box 92<br>Sybertsville, PA 18251<br>Home Phone: 788-3128<br>Business Phone: 788-1127  |
|    | Deputy                 | Don Boyer<br>RR 2 Box 506<br>Sugarloaf, PA 18249<br>Home Phone:<br>Business Phone: 788-3543  |
| 6. | Medical Officer        |  |
| 7. | Transportation Officer | Gordon Boyer<br>RR 2 Box 436<br>Drums, PA 18222<br>Home Phone: 788-4088<br>Business Phone: 788-3543  |
| 8. | Communications Officer | Lee Hildebrand<br>372 East Country Rd<br>Drums, PA 18222<br>Home Phone: 788-3405   |
| 9. | Radiological Officer   | Thomas Mundie, Jr.<br>P.O. Box 104<br>Sybertsville, PA 18251<br>Home Phone: 788-3815<br>Business Phone: 1-800-822-2093                                     |
|    | Deputies               | Duane Hildebrand<br>366 East Country Rd<br>Drums, PA 18222<br>Home Phone:<br><br>Wendy Hildebrand<br>366 East Country Rd<br>Drums, PA 18222<br>Home Phone: |

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\* The EMC will be responsible for reviewing this list annually and making necessary changes to the Notification and Resource Manual. A current copy will be posted in the EOC. Telephone numbers will be updated quarterly.

\*\* Each EOC primary staff officer is responsible to provide changes in this listing to the EMC as they occur.

- B. The route alert team assignments will be made based on personnel available at the time of need. A pool of individuals is maintained in the fire hall.
- C. The traffic control personnel roster is listed below. Assignments will be made based on personnel available at the time of need.

Sugarloaf Township Police Department  
Box 60, Township Road 388  
Sybertsville, PA  
Telephone: 788-3575  
Chief: John Hudson  
Manpower: 3 full time,  
Vehicles: 2 cars with radio  
Township Volunteer Fire Police

- D. The transportation volunteer drivers and guides roster is listed below. Assignments will be made based on personnel available at the time of need.
  - 1. For Radiological Emergency, County will provide transportation.
  - 2. Lists for other emergencies are currently being developed.

E. List of Hearing Impaired Residents Requiring Special Alert Notification

None as of the latest update to this plan.

F. List of Non-English Speaking Individuals

None as of the latest update to this plan.

G. Listing of Non-Ambulatory Residents Requiring Ambulance Assistance

There are approximately two non-ambulatory residents. The list is maintained in the EOC.

H. VULNERABLE FACILITIES NOTIFICATION LIST

This list contains all institutions such as hospitals, nursing homes, mental health/mental retardation facilities, day care centers, and schools which may be vulnerable to any hazard. Other facilities that should be listed are utilities, industries, businesses, shopping centers, parks, or recreation areas that may be vulnerable to any hazard.

NOTE: Criteria for selection of industries and businesses to be notified is based upon number of employees and the time required for evacuation or shut-down of plant.

ACI ITY NAME	ADD ESS	TE E ONE
Penn State Hazleton Campus	R.R. #1 Hazleton, PA	450-3147 450-3042 450-3146
Holy Annunciation Monastery	City Road and Township Road 301	788-5310
Franciscan Monastery	Route 93 and North Main Street Sybertsville, PA 18251	788-1212
Growing Years Child Care Center	Rte. 93, P. O. Box 843 Conyngham, PA 18219	788-4044
Ann McLaughlin Sugarloaf Day Care Center	98 West County Road Sybertsville, PA 18251	788-5965

## MUNICIPAL RESOURCE LISTING

- A. The transportation, equipment, and personnel assets, including special needs populations, required to support the municipal EOP in response to an incident at the Susquehanna Steam Electric Station are shown below (unmet need letter of agreements are addressed in the County Plan, Appendix 9):

TYPE	TOTAL	AVAILABLE	UNMET NEEDS	CONTACT	ONE NUMBER
<b>VEHICLES</b>					
Buses	2	0	2		
Ambulances	0	1	0		
Route Alert Vehicles*	4	4	0		
Traffic Control Point Vehicles*	5	5	0		
Fire Vehicles not listed above (for dosimetry calc)					
<b>EQUIPMENT</b>					
Radio, fixed	1	1	0		
Radio, portable	11	11	0		
Telephone	1	1	0		
Generator	1	1	0		
Loudspeaker/ Bullhorn	0	0	0		
<b>PERSONNEL</b>					
Route Alerting	8	8	0		
Ambulance	0	2	0		
Traffic Control	6	6	0		
Amateur Radio	1	0	1		
Bus Drivers	2	0	2	LCEMA	820-4400
EOC Staff	16	16	0	LCEMA	820-4400
Firefighters not already listed (for dosimetry calc)					
<b>NOTES</b>					
<p>* Route Alerting and Traffic Control use municipal or volunteer vehicles.</p> <ul style="list-style-type: none"> <li>Any changes to unmet needs will be reported to the county. Unmet requirements will be satisfied from county, if possible. The State will arrange for unmet needs that cannot be filled by county.</li> <li>The EMC is responsible for updating this list completely annually. The primary EOC staff officer will provide the EMC any changes to this list in his/her office as they occur. <u>A current listing will be maintained</u> in the EOC copy of the Notification and Resource Manual.</li> </ul>					

- B. The vehicles, equipment, and supplies required to support the municipal EOP in response to non nuclear facility emergencies or disasters are shown in the consolidated resource listing below:

TY E	TOTA E .	AVAI A E	UNMET NEEDS	CONTACT	ONE NUM E
<b>VE IC ES</b>					
Buses					
Trucks (Supply)					
Fire Trucks					
Police Cars					
Ambulances					
Snow Plows					
Vehicles with Loudspeakers					
Others					
<b>E UI MENT</b>					
Radio, fixed					
Radio, portable					
Telephone					
Traffic Control Barriers					
Traffic Control Flares					
Generators					
Life Support					
Special Tools					
Flashlight lantern					
Vests					

- C. Locally available vehicles, equipment, and supplies not committed to the EOP, but available instantly for acquisition due to unforeseen requirements.

T I	N A	C O	A	N .
<b>VE IC ES</b>				
Buses				
Ambulances				
Flat Bed Trucks				
Dump Trucks				
Towing Trucks				
Graders				
Cranes				
Dozers				
Ditch-Digger				
Back-Hoe				
Front-Loader/Tractor				
Fuel Dispensing				
Water Dispensing				
Water Pumping				
Farm Tractors				
Boats (row/motor)				
Snowmobiles				
House Trailers				
Other				
<b>E UI MENT</b>				
Bullhorns				
Portable Telephone				
Floodlight Sets				
Field Kitchen				
Generators				
Heaters				
Portable Toilets				
Welding Equipment				
Radio, handheld				
Radio, C.B.				
Loudspeaker Set				
Flashlights				
Flares				
Beds/Cot, folding				
Tents				
Special Clothing (wet and cold weather)				
Other				



T I	N A	C O	A	N .
<b>SU IES</b>				
Bedding				
Clerical				
Medical				
Tools (hammer/saw)				
Lumber				
Sand Bags				
Body Bags				
Water Coolers				
Flashlight Batteries				
Fuel (gas/oil)				
Food				
Water (bottled)				
Other				

D. Municipal Approved Support Agreements for Supplies and Services when required by the EOP.

T S	O	A	C	N .
Towing Service				
Fuel and Oil				
Water Services				
Transportation				
Maintenance				
Road Clearance				
Other				

E. Facilities located in the municipality which could be/are programmed for use as reception or mass care center are listed below:

T	N	A	C	N .
Reception Center				
Mass Care Center				

## TOWNSHIP SUPPLY REQUISITION

[illegible]

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